

The Year Round Programs (YRP) Before School Manager is responsible for planning and overseeing the day-to-day operations of E.L. Haynes' Before School Program, which serves students in the morning prior to each school day. This individual reports to YRP Site Managers, and consults with the YRP Director and Principals, to develop and implement programming that contributes to student success in support of the school's academic and social missions.

The YRP Before School Manager is responsible for:

Coordinating Before School Programming

- Works with YRP Site Managers and YRP Director as well as Principals to develop a weekly schedule and long-term planning framework for the Before School Program.
- Communicates clearly to Before School staff expectations regarding the planning and delivery of academic content that is grade-level appropriate and rooted in both the weekly schedule and long-term planning framework.
- Utilizes wall displays, photographs, updates in the Haynes Herald, and other communications to promote to the school community student accomplishments achieved during the Before School Program.

Overseeing Before School Program Daily Operations

- Floats between grade-level tables and other areas, monitoring activities to promote student safety.
- Provides Before School staff with support to ensure student discipline and compliance with behavioral expectations.
- Delivers relevant information to students each morning through daily written and oral announcements.
- Initiates silent dismissal to facilitate transition into the school day.
- Consults with Behavior & Culture Coordinator to implement individualized student behavior plans as needed.

Preparing and Maintaining Before School Program Site

- Sets up space for Before School Program (lowers tables, turns on lights, unlocks doors, etc.).
- Ensures space is appropriately cleaned at the end of the Before School Program each day.

Managing Before School Program Staff

- Leads daily meetings to deliver logistical information to Before School staff as well as to review daily plans.
- Provides YRP Site Managers with input during the recruitment and selection process for Before School staff.
- Supports Before School staff development of unit and lesson plans.
- Demonstrates effective instruction to Before School staff where appropriate.

Performing Before School Program Administrative Tasks

- Prepares and distributes weekly attendance documents (staff sign-in sheet, student rosters, attendance sheets, etc.).
- Enters staff and student attendance into computerized spreadsheet at the end of each day.
- Ensures accurate daily student attendance is taken, and tracks breakfast through the National School Lunch Program.
- Ensures that Before School Program incident and behavior reports are accurately recorded and submitted each day.