

# Responsibility Checklist for the Principal & After-school Program Coordinator

**Directions:**

The principal and after-school program coordinator should complete this checklist together. Review the tasks in column 1. Add any additional tasks that may be needed. Then, for each task in column 1, indicate who will be responsible-the principal or program coordinator-or whether it will be a shared responsibility. If a responsibility will be shared, decide how it will be shared.

Rate each question from 1 to 4.      1 Not at all   2 Sometimes   3 Most of the time   4 Always			
	Beginning Rating	Middle Rating	End Rating
<b>Responsibility of Principal—Responsibility of After-School Program Coordinator—Shared Responsibility</b>			
Secure space for after-school activities			
Inform classroom teachers that their classrooms will be used			
Provide supplies and materials for after-school programs			
Handle discipline issues that arise in after-school hours			
Communicate with parents about the availability and content of after-school program			
Recruit and register students for after-school programs			
Design the after-school program content and curricula			
Hire, supervise and evaluate after-school program staff			
Facilitate school-after-school communications about homework and other issues			
Provide professional development for after-school staff			
Manage the budget for the after-school program			
Collect fees from families and/or raise funds for program costs			
Develop an evaluation framework			
Collect and analyze data about student outcomes in after-school programs			
Share information about the program with the community and general public			

Adapted from *Beyond the Bell: A Principal's Guide to Effective Afterschool Programs*, Learning Point Associates, 2005, pp. 26-27