

NATIONAL PARTNERSHIP FOR QUALITY AFTERSCHOOL LEARNING

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AFTERSCHOOL TRAINING TOOLKIT

Responsibility Checklist for the Principal and Afterschool Program Coordinator

Directions: The principal and afterschool program coordinator should complete this checklist together. Review the tasks in the left column. Add any additional tasks that may be needed. Then, for each task, 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.

Subject	Responsibility of Principal	Responsibility of Afterschool Coordinator	Shared Responsibility (Indicate How)
Secure space for homework and tutoring activities.			
Inform school-day teachers that their classrooms will be used for homework and tutoring.			
Provide supplies and materials for homework and tutoring after school.			
Handle discipline issues that arise in homework and tutoring after school.			
Communicate with parents about the content of homework and tutoring activities.			
Recruit students for homework and tutoring activities.			
Decide on the type of homework and tutoring activities to be offered.			
Hire and supervise staff of homework and tutoring activities.			
Register participants for homework and tutoring after school.			
Define the afterschool staff's homework and tutoring training needs.			
Identify students in need of homework and tutoring assistance.			

Adapted with permission of Learning Point Associates. McElvain, C. K., Caplan, J. G., Diedrich, K. C., Kaufman, S., & Walter, K. E. (2005). *Beyond the Bell*®: A Toolkit for Creating Effective Afterschool Programs. (3rd ed., p. 128). Naperville, IL: Learning Point Associates.