

## **REGION 11: EXPANDED LEARNING PROGRAMS TECHNICAL ASSISTANCE UNIT**

### **SITE COORDINATOR AND PROGRAM DIRECTOR LEADERSHIP DEVELOPMENT INSTITUTE**

**Cohort 4: 2017-18**

#### **WHO**

This program is available to twenty-five (25) Site Coordinators and Program Directors who work with Elementary, Middle and/or K-8 schools

- Have experience as a Site Coordinator or Program Director for two or more years.
- The Site Coordinator or Program Director must be employed for a minimum of 20 hours per week.
- Have completed a minimum of two years of college
- Must have your own transportation.
- Have access to a computer with a microphone and ability to load appropriate Webinar software (Adobe Connect and Skype).
- Interest in continuing a career in Expanded Learning including before, after, summer and other out of school time programs.

Candidates will be selected on the basis of:

- A demonstrated interest in participating in this program.
- The quality of their written applications.
- The full support of their immediate supervisor.
- Their willingness to meet the requirements of this program.

#### **WHAT**

This year we are offering one institute which consists of the following: Participants must attend all of these events

- Four face-to-face trainings from 8 am-2:30 pm in Downey or at Lakeshore Learning Center on July 25, 27 and August 1 and 3, 2017
- Two face-to-face meetings from 8 am-12 pm in Downey or at Lakeshore Learning Center on November 2, 2017 and March 12, 2018
- Two webinars from 9 am-11 am on January 25 and May 24, 2018.

Participants in this institute will acquire the following competencies, among others:

1. Knowledge of who they are as a leader and the ability to translate knowledge into actionable impact
2. Knowledge of how to create and maintain an effective team and the ability to translate knowledge into actionable impact
3. Knowledge of how to manage, supervise and coach frontline staff and the ability to translate knowledge into actionable impact

4. Knowledge of the role and skills of a change agent to align with the school day, lead program, and develop people and the ability to translate knowledge into actionable impact
5. Knowledge of the essential components of an exemplary afterschool program and the ability to translate knowledge into actionable impact
6. Knowledge of youth development and staff development principles and practices and the ability to translate knowledge into actionable impact
7. Knowledge of levels of leadership, habits of the mind, and change agent strategies and the ability to translate knowledge into actionable impact.

The Grant Manager or Executive Director of the Site Coordinator or Program Director's employer must approve of his/her participation in this program. Additionally, any arrangements for payment of hours while participating in this program are to be arranged prior to the start of the program between the Employer and Employee. Neither Los Angeles County Office of Education nor its' Expanded Learning Program Technical Assistant Unit is responsible for any salary, stipend, wages and/or benefits for this program. It is highly encouraged that employers require employees to attend at least some of these sessions on their own time; as it is an investment in their own professional development like other courses they may take online and/or at other educational institutions.

## **WHAT**

This program will utilize various strategies to deliver the content, provide opportunities for discussion, peer lead training, individual work, and group projects.

Curriculum includes the following:

### **SESSION 1**

**Introduction:** This session will provide an overview of the Site Coordinator Leadership Development Project, expectations of the participants and the facilitator, review of various materials including the syllabus, Levels of Leadership, Many Hats of the Site Coordinator and Program Director, and answer any questions.

**Objective:** Participants develop and hone understanding of who they are as a leader including leadership style, communication style, and connection to job requirements.

**Focus:** You As A Leader

1. **Level 1 Leadership**—Who Am I? Who Am I As A Leader
2. **How Do I Communicate?**
3. **Making It Real:** How do these things about me affect my schedule as well as my Walk Throughs and Observations?
4. **Training Assessment**

## **SESSION 2**

**Focus:** The Importance of Team—You As Manager and Supervisor

1. **Level 2 Leadership:** Being a Contributing Team Member (especially as a leader)
2. **Understanding the Role of “Manager”**
3. **Understanding the Role of the “Supervisor”**
4. **Level 3 Leadership:** Supervising and Managing A Team
5. **Making It Real**
6. **Training Assessment**

## **SESSION #3**

**Focus:** Adding the coaching layer to managing and supervising

1. **Level 4 Leadership:** Coaching—providing support and scaffolding
2. **Understanding the Role of “Coach”**
3. **Making It Real**
4. **Training Assessment**

## **SESSION #4**

**Focus:** Putting It All Together

1. **Level 5 Leadership:** Unselfish Commitment to the Work You Are Doing and the Organization for Whom You Work
2. **Cycle of Continuous Improvement—Quality Standards**
3. **Understanding the Role of “Change Agent”**
4. **Making It Real**
5. **Training Assessment**

## **SESSIONS #5 and #6 and WEBINARS**

The content for face-to-face sessions 5 and 6, as well as the webinars will be determined by participants' needs. An interactive needs assessment will be conducted in Session 2 which will inform the content of these sessions. The suggested content will be shared with the Regional Lead and approved prior to delivery.

### **III. Institute Participation**

#### **Benefits to Participating Programs**

- Participant's confidence and skills will increase to more effectively run their afterschool programs, leading them toward exemplary status
- Participants will develop new leadership skills and refine existing skills to improve their ability to lead, coach and supervise staff
- Participants will be able to learn from their leadership peers, hear expert presentations and obtain job-alike support while networking with others.

#### **To fully benefit from the Institute, participants will be expected to:**

- Commit to punctually attend all of the sessions
- Commit to actively participate in the institute by contributing to discussions, preparing for each session as appropriate and applying lessons learned to their respective programs
- Support the institute's goals and intended outcomes
- Actively participate in the pre- and post-assessment of the institute sessions and as a whole

### **NEXT STEPS**

Interested candidates should take the following steps:

1. Download the application from the ASPIRE website: <http://aspire.lacoe.edu>. Go to the Resource Tab and it will be under L.A. County Forms. The deadline for application is when maximum capacity is reached or June 26, 2017 whatever occurs first.
2. Applications are in a fillable Adobe format, and must be completed in that format. The application should be scanned and emailed to the address on the form.
3. Candidates will be notified via email by no later than June 30, 2017 of their acceptance into the program. Those who are not accepted into the program will receive notification via email by no later than July 7, 2017.
4. Any questions should be directed to: Mary Jo Ginty at [Ginty\\_MaryJo@lacoe.edu](mailto:Ginty_MaryJo@lacoe.edu).