



CITY OF LAKES YEAR AT A GLANCE

Member

Supervisor

Program

AUG

- Set up space
- Be helpful
- Get to know staff
- Get keys and printing access
- Attend all-staff PD and meetings

- Communicate Expectations (arrival time, required meetings)
- Formal Introduction to staff
- Building Orientation
- Build community

- Orient members
- Meet with potential push-in teachers

SEPT

- Establish caseload
- Create a schedule
- Schedule a cluster meeting time
- Prep and plan with E3D teacher
- Begin Reporting
- Assist in administering the BOY test
- Community building in E3D Class
- First coaching session with caseload
- Introduce yourself to families of caseload

- Assign Caseload
- Assist with creating schedule
- Establish meeting and planning time
- Give BOY test
- Begin approving member hours
- Have a cluster meeting

- Train members on:
- Tutoring strategies
 - Push-in Support strategies
 - YPQA
 - SEL
 - Family Engagement
 - Reporting



TIP!

Member schedules must meet these requirements:

- 1 hour Prep
- Lunch break
- Push in classes with all caseload students
- After school twice per week

OCT

- Distribute Fall Performance Review to ESL and push-in teacher
- First family engagement opportunity: conferences
- Prepare for observations with Jessica
- Monthly cluster meeting
- Second Coaching session--set a goal
- Two positive parent contacts

- Fill out Fall Performance Review
- Provide feedback for member improvement
- Have a cluster meeting

- Begin observations: E3D/Push in
- Train members on:
 - Relationships with youth 2.0
 - Tutoring strategies 2.0

Fall performance reviews give teachers a chance to tell members what they're doing well and what they can improve. It is due during observation and Jessica will review this feedback and any goals set by members and teachers.

TIP!



NOV

- Monthly cluster meeting
- Quarter 2 Coaching window: Nov-Jan
- Two positive parent contacts

- Monthly cluster meeting

- Finish observations: E3D /Push in
- Train members on:
 - ENVoY
 - ACES

DEC

- Monthly cluster meeting
- Quarter 2 Coaching window
- Two positive parent contacts
- QR1 Report due

- Monthly cluster meeting

- Train members on:
 - HHM
 - Group service project



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Program

JAN

- Monthly cluster meeting
- Quarter 2 Coaching window end
- Mid-Year Eval
- Second family engagement requirement window Jan-March
- Attend MLK Day of Service
- Two positive parent contacts

- Monthly cluster meeting
- Fill out Mid-Year Eval for members

- Train members on:
 - Youth Mental Health First Aid
 - Supporting students through testing season



TESTING TIP!

Members can support testing as long as it does not interfere with their ability to meet program requirements within their schedule. Please feel free to contact CoL staff for clarification, support and trouble shooting!

FEB

- Monthly cluster meeting
- Quarter 3 Coaching window: Feb-March
- Two positive parent contacts

- Monthly cluster meeting

- Train members on:
 - Immigration Law
 - Intro to SoCoL

MAR

- Monthly cluster meeting
- Quarter 3 Coaching window: Feb-March
- Two positive parent contacts

- Monthly cluster meeting

- Train members on:
 - SoCoL Planning
 - Topics TBD

APR

- Monthly cluster meeting
- Final Coaching window Apr-Jun
- QR2 Report due
- Final family engagement window: April-June
- Two positive parent contacts
- End of year Evaluations:
 - SAYO
 - EOY Test
 - Student Engagement Survey

- Monthly cluster meeting
- Site plan meeting w/CoL staff
- Allow time for End of year Evaluations:
 - SAYO
 - EOY Test
 - Student Engagement Survey

- Site plan meetings
- Train members on:
 - SoCoL Planning
 - Topics TBD



The End of Year Test is the same as the Beginning of Year Test and will be graded in the same way **TIP!**

MAY

- Monthly cluster meeting
- Final Coaching window Apr-Jun
- Two positive parent contacts

- Monthly cluster meeting

- Train members on:
 - SoCoL Planning
 - Topics TBD

JUNE

Celebrate end of the year!