



Academic Hour Staffing

After School Program/Extended Day
Academic Hour



Teacher Positions

Sites Academic Hour Teacher Coordinator (AHTC)

- Provide an academic link to the regular school day and site teachers of the After School Program (ASP) students.
- Be present and visible on Teacher Led intervention days.
- Support and collaborate professionally with After School teachers and ASP staff.
- Assure teachers are implementing approved Academic Hour Plan.
- Provide direction and support to staff, tutors or community volunteers related to the Academic Hour.
- Maintain and submit to ASP office a current teacher attendance report at the end of each month of all students including the name, Student ID #, and the Academic Hour activity in which they are participating (spreadsheet will be provided).
- Assist ASP teachers with attendance collection and timesheets. Collect both and submit monthly to ASP office by designated due date.
- Target students with the most need and assure they are given the opportunity to register in the After School Program. If the ASP is full, students can attend the Academic Hour and then be dismissed.
- Analyze district and site generated data related to students receiving teacher support. Use this data to set up academic groups based on need. Monitor student progress throughout school year.
- Facilitate communication with school day teachers of the ASP students, exchanging academic needs, test scores, ASP activities, etc.
- Coordinate with the site administrator and other professionals when setting up after school academic activities.
- With site Administrator, recruit teachers to implement Academic Hour Plan.
- Meet regularly with other AHTC, facilitated by the ASP office.

Academic Hour Teachers

- Provide academic intervention and support.
- Provide an effective academic intervention during the Academic Hour using District approved curriculum. Faithfully implement the academic support described in the Academic Hour Plan.
- Maintain a safe and structured environment
- Take hourly student attendance each day electronically and present a completed monthly attendance to the AHTC.
- Complete a monthly Payroll Timesheet and present it to the AHTC at the end of each month.
- Commit to being on site each hour intervention is scheduled. If unable to be present, give advance notice to AHTC and find a trained substitute to cover position.
- Use positive behavior intervention system techniques including but not limited to:
 - Proximity, lower tone of voice, word choice, explicit directions, positive social praise for appropriate behavior, setting clear expectations and follow-through, etc.
- Assist and support the Program Facilitator and/or ASP staff as needed by explicitly modeling positive student behavior management techniques.

Pay: Additional compensation rate

Time sheets and daily attendance are collected at the END of each month. (1st working day of the month to the last working day of the month). All time sheets with daily attendance must be given to AHTC who will submit to ASP office on time.

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