

Sunnymont Job Binder

Vice-President of Program Coordination

VP of Program Coordination

Job Description
Revised 5/2002

Term of Office: June to May

Weekend Maintenance: No

Reports To: President

Direct Reports: ACLs, ACRs, and Long Range Planner

Materials: Binder and boxes of past evaluations

Function:

The VP of Program Coordination oversees the educational quality (new classes, evaluations, program changes, etc.) of Sunnymont's program by leading the Advisory Committee. The VP of Program Coordination supports the VP of Operations and Personnel in the hiring process for any new staff members, which may be needed to fill openings. The VP of Program Coordination may also need to take on new responsibilities in the event of new circumstances arising.

Responsibilities:

1. See attached calendar for details of month to month responsibilities.
2. Meet with the outgoing VP of Program at the beginning of the term to get acquainted with the position and discuss transition issues.
3. Attend all Board and Advisory Committee meetings and provide input as necessary.
4. Preside in the absence of the President and act for the President in his/her absence or disability.
5. *In hiring years:* Assist the V.P. Operations and Personnel in the hiring process.
6. Chair and facilitate all Advisory Committee meetings. Lead the Advisory Committee through the annual Sunnymont evaluation processes (Summer School, Fall Orientation Survey, Mid-Year Evaluation). This means establishing the survey instruments, distributing them to the community, consolidating all the classes tabulated results, producing two versions of the results (full and partial) and proposing responses to the Board that address any concerns which are raised through the evaluation processes. Direct the ACLs on how to conduct evaluations and lead their classes' evaluation meeting.

7. Together with the Board President and Director, oversee and coordinate responses to any “crisis” situations which may arise. This to be done in conjunction with any other relevant members of the teaching staff and/or community.
8. Maintain regular contact with Advisory Committee Liaison members to ensure familiarity with any current or potential issues in all classes.
9. Guide and support any Advisory Committee Liaison member who is dealing with concerns raised by a class member about any aspect of Sunnymont. To handle any complaints, questions, or concerns raised confidentially and with diplomacy and sensitivity.
10. Support the ACLs and ACRs in organizing a teacher appreciation.
11. Direct the ACRs to research the topics on the list generated by the previous year’s Advisory Committee evaluations.
12. Check the suggestion box monthly and respond to or delegate responses to appropriate parties.
13. Review/update VP job description annually to keep it current.
14. Ensure that all materials to be handed on to the incoming V.P. Program Coordination are in an order in which they will be relevant and useful to them in fulfilling their function.
15. Meet with the incoming VP of Program at the end of the term to help him/her get acquainted with the position and discuss transition issues.

Monthly Calendar VP of Program Coordination

Revised 7/2005

June

1. Select Advisory Committee Liaison and Advisory Committee Researcher for each class. (Clear your choices with teacher first). Check with the Jobs Coordinator about community members already placed.
2. Plan out the year, scheduling AC meetings dates, evaluation schedules, etc. Give dates to VP of Operations and Personnel to put on the school calendar. Write letter to the AC with all of the info. Remind the AC Members for each class to bring a snack for everyone at their class's Meet Your Class Events.
3. Remind the Summer School Coordinator to administer an evaluation at the end of the program.

July

1. If summer school is complete, tally and transcribe Summer School evaluation results. Share with director(s) and summer school teachers.
2. Report Summer School evaluation findings to the board.

August

1. If not done in July, tally and transcribe Summer School evaluation results. Share with director(s) and summer school teachers.
2. Report Summer School evaluation findings to the board.

September

1. Meet with Advisory Committee to clarify job responsibilities and plan for the year. (Preferably before class orientation so the ACLs know how to introduce themselves to the class). Generate the Fall Orientation Survey (for new families).
2. Remind ACL's to organize teacher appreciation for the year.
3. Check in with ACL's as to how their classes are doing.

October

1. Distribute, collect, and tabulate the Fall Orientation Survey (Evaluation) to new families.
2. Generate list of recommendations and resulting action items from the Fall Orientation Survey. Discuss results and action items with the Board.
3. Generate a list of action items from any suggestions received from the suggestion box. Check the box monthly.

November

1. Go over current Mid-Year Evaluation form with the Advisory Committee. Redo and update evaluation form as needed. Remember to keep the evaluation length to a minimum.
2. Check in with ACL's as to how their classes are doing.
3. Get all feedback regarding new parent orientation to Orientation Coordinator and President so changes can be made for the following year.

December

1. Prepare Mid-Year Evaluation Plan. Notify AC of schedule for distribution, collection, tabulation.

January

1. Pass out Mid-Year Evaluation to all classes.
2. ACLs and VPs attend a staff meeting to get pointers on conducting an evaluation meeting, culminating in the ACL's presiding over their class evaluation meetings.
3. Check in with ACL's as to how their classes are doing.

February

1. ACLs tabulate and transcribe results in early February and give copies to VPs, teachers, and Director. Note: some teachers may not wish to see comments, ASK DIRECTOR.
2. Evaluation meetings happen. ACLs run meeting with the teacher.
3. Teachers compile wishes and positives from that meeting and write a response to the class and give a copy to the VP Operations and Personnel.

March

1. Board members receive a copy of the evaluation results excluding the comments from the teachers' section and the specific evaluation number on each comment. (Identify comments by class only).
 2. Generate list of recommendations and resulting action items clearly assigned to relevant parties from the Mid-Year Evaluations, present to the Board for approval.
3. Check in with ACL's as to how their classes are doing.

April

1. Meet with AC and VP Operations and Personnel to finalize Director Evaluation forms. This is also a good time to critique the year.

May

1. Update files and job description, and brief your successor.
2. Collect AC Handbooks.
3. Prepare summer school evaluation forms.