

EXCEL AFTER SCHOOL PROGRAMS

WELCOME BACK! HAVE A GREAT YEAR!

AUGUST 2008

AFTERSCHOOL PROGRAM HIRING TIPS

BY: ALICE TAM, SITE COORDINATOR AT SUNSET ELEMENTARY

As you are completing the process of hiring new Program Leaders for your after school program, use these tips that I have found useful during my hiring process!

Starting the hiring process:

- 1) Come up with a job description. Be thorough but concise when describing responsibilities and salary for the position. Have a couple of people familiar with the position to review the job description before posting.
- 2) Post on Craigslist and send out the job description to the Career Center or education department at various colleges in the area.
- 3) When reviewing resumes and cover letters, pay special attention to whether

or not the applicant is detail-oriented. Typos are an indication of this.

- 4) Make sure the applicant has experience working with kids.

Making the call:

- 1) You can generally tell how a person is by the way they interact with you on the phone. If a person seems confused about what job they applied for, generally that is a strike against them.
- 2) Be sure to be clear about the directions to the place of interview and make sure to have applicants bring their references to the interview.

The interview process:

- 1) You should have a list of questions you want to ask

before you meet with your applicant. I make one for each person I interview and staple it to their resume.

- 2) Include scenarios of issues you have had at your site (i.e. kids are noisy or uncontrollable) and see how the applicant reacts/ answers.

- 3) Have a veteran staff person sit with you on the interviews. It will be easier for you to make a decision if you can get feedback from another person.

- 4) If you have found someone you really like, act fast! You might lose them to someone else if you wait too long.

Check out the **After School Resource Guide** for more hiring tips!

ASK A DISTRICT COORDINATOR!

Dear District Coordinator,

What can I do to ensure that the teachers at my school fully support the after school program?

Signed,

Unsupported

Dear Unsupported,

No worries! Support from your school community comes from forming a relationship with the faculty members and letting them know that their voice and opinion is valued.

*Be sure to attend any initial staff meetings so that you can (re)introduce yourself to the staff.

*Respect shared classroom space by ensuring that the classroom that you are borrowing is in the same condition (or even better) when you leave.

*Be sure to openly share successes with the school community and invite teacher feedback on how to address concerns that they may have.

*Invite teachers to spend time in the after school program by teaching a skill that their students did not realize that they had.

MEET OUR NEW AMERICORPS*VISTA!

Kamil Faridi is our new AmeriCorps*VISTA volunteer! Originally from Lawndale, North Carolina, Kamil recently graduated with a BS in Biology from Duke University. Upon the completion of his year of service, Kamil will return

to Duke where he will enter medical school. As a VISTA, Kamil will be responsible for providing technical assistance to our Cesar Chavez clubs, helping to create a sustainability plan, and create a system for interclub collaboration.

Kamil can be reached at kfaridi@yscal.org.





Feel like you are on an island? Your ExCEL ASP District Coordinator is here to support you in your role as after school providers and to help you and your staff navigate the mysteries of after school programming. Your ExCEL ASP District Coordinators are the following:

Andrea Bustamante

Aurelio Cisneros

Yashica Crawford

Ali Metzler

Eva Jo Meyers

Karen Polk

Jason Riggs

Cristen Robson

Jennifer Serrano

Give us a call at:
(415) 242-2615!

2008-09 PROJECT COHORTS

We have developed SIX exciting cohorts that are designed to support sites in building their capacity and best practices in specific areas.

***Balanced Programming Cohort** will offer assistance in providing students with meaningful, engaging and fun activities that support academics and build necessary skills.

***Cesar Chavez Club Cohort** will provide support to both new and existing service clubs. Participants will receive service learning and community service

materials and training.

***The After School Science Cohort** will include core activities that focus on inquiry-based science and literacy through science. It uses simple materials that are low-cost or free, readily available, and culturally relevant.

***The Family Literacy Cohort** will work with participants to provide literacy/language development techniques to families. Participants will also develop

skills to do outreach in their communities with CBOs and Family Resource Centers.

***Nutrition and Recreation Cohort** will seek to increase quality nutrition and recreation opportunities offered to students and to share available resources related to best practices in these areas.

***The Media Production Project Cohort** will offer support to sites that were selected to be part of the digital technology initiative.

RESOURCES THAT YOU CAN USE



Barbara Lucy is a Special Projects Coordinator with ExCEL ASP. A graduate of UC Santa

Barbara, Lucy has been an integral part of the ExCEL team. She assists in the coordination of after school snacks with Student Nutrition Services. In this role, Lucy is able to provide technical assistance related to snack, including timely completion of snack documentation, snack procedures and overall compliance. If you feel that

you are having difficulty with this important process, give Lucy a call and she will be happy to assist you with any assistance that you may need. Lucy can be reached at excelasp_snacks@yahoo.com or (415) 242-2615.



August
Harvest of the Month



GREEN BEANS

September
Harvest of the Month



TOMATO

ASSET BUILDING

Each newsletter, ExCEL ASP highlights developmental assets. Research has shown that a supportive after school environment that develops youth's assets and adopts a youth development approach can provide the experiences and skills that youth need to develop into healthy adults.

Establish a safe and caring school environment for the start of the year. Create

#5 Caring School Environment
#12 School Boundaries

#6 Parent Involvement in School
#16 High Expectations

community agreements and youth buy-in of after school rules by including students in the creation of expectations and consequences.

Establish a student incentive system to be used consistently throughout the school year. Work with after school staff to create criteria, rewards, and learn how to acknowledge student successes.

Start the year on a positive note by spending time at the beginning of the year to get to know the students and families in your program.

Make positive phone calls home to report student successes, and help to coordinate activities to help parents feel welcome at Back to School Night.

BECOME AN ADVISORY BOARD MEMBER ?

In honor of developing a community of collaboration, ExCEL needs your feedback and support in developing our ExCEL-wide events and we would like your involvement. Become a member of the ExCEL After School Programs Advisory Board. Do you have ideas for how to make ExCEL programs even better? Would you like more opportunities to develop your leadership skills? We are looking for motivated Site Coordinators who are interested in providing input and leadership to our programs.

The Advisory Board will be involved in a wide range of activities including:

- *Lights On After School!
- *The Youth Action Conference (YAC)
- *Revolution in Art and Dance (RAD)
- *Read Across America
- *ExCELebration!
- *Professional Development Opportunities
- *ExCEL Institute Planning

*And more! Bring your ideas

Advisory board membership is on a voluntary basis which enables you to choose your level of activity and commitment. You can select the ExCEL ASP-wide events that you would like to help plan. Let your voice and ideas be heard by becoming an Advisory Board Member! If you are interested in being a part of the Advisory Board, send an email to Yashica J. Crawford info at: crawfordy@sfusd.edu



NEW THIS YEAR!

Due to additional 21st Century and ASES funding, ExCEL ASP is expanding programming to include before school, supplemental, and family literacy programming at select after school programs.

In addition, ExCEL ASP is expanding to 3 new high schools for the 2008-09 academic year! Welcome **Ida B. Wells High School**,

Downtown High School, and **Washington High School** into the ExCEL ASP family!

Due to the success of the inaugural year of the ExCEL Scholars program, it is now being expanded to provide services at 10 schools! The ExCEL Scholars program was instituted to help elementary and middle school students improve their skills in language arts and math.

Students had the opportunity to be tutored by certificated teachers and receive one-on-one help with developing their skills.

ExCEL ASP has been awarded the Carol White Physical Education Program grant for the promotion of physical activity and nutrition in after school. Eligible programs will have an opportunity to submit an application to ExCEL ASP in order to participate.

CONGRATULATIONS TO OUR DEMONSTRATION SITES!

Congratulations to A.P. Giannin Middle School (AspiraNet) and Marshall Elementary School (Mission Graduates) for being selected into the first cohort of the California Afterschool Demonstration Program! As a part of the California Department of Education's technical

assistance system for after school, these programs will play an important role demonstrating to other after school programs across the State how to reach and maintain exemplary practices in afterschool. Demonstration programs were selected from existing after school

programs across the State that were able to document and demonstrate how effective strategies they have implemented resulted in improved results for students.

We always knew you were great! Now everyone in California knows it too! Great work!

WE ARE GROWING!
ALTHOUGH OUR OFFICE LOCATION WILL REMAIN AT 1515 QUINTARA STREET, EXCEL ASP IS NOW HOUSED WITHIN THE STUDENT SUPPORT SERVICES DIVISION OF SAN FRANCISCO UNIFIED SCHOOL DISTRICT!



**SAN FRANCISCO UNIFIED SCHOOL DISTRICT
EXCEL AFTER SCHOOL PROGRAMS**

1515 Quintara Street
San Francisco, CA 94116

Phone: (415) 242-2615
Fax: (415) 242-2618

www.healthiersf.org/excelafterschool

To:

SHOW ME THE MONEY!



The California Fertilizer Foundation

The California Fertilizer Foundation offers funding for the continuation and/or implementation of after school garden programs. The use of the funds are in order to increase understanding and awareness of agriculture in California's youth through school gardens. For more information, go to:

www.calfertilizer.org/

Award Amount: \$1200

Deadline: Applications are accepted anytime and are reviewed twice a year after January 15th and June 15th

The Mockingbird Foundation

The Mockingbird Foundation offers competitive grants to schools that help to affect improvements in areas of importance to the Phish fan community. Programmatic focus is on diverse music styles and genres, education, and children, particularly those that are benefit disenfranchised groups. For more information, go to:

mockingbirdfoundation.org

Award Amount: \$50 to \$5,000

Deadline: Letters of inquiry must first be submitted and are accepted twice a year.

Let's Get Active!

Physical activity can have a positive impact on student achievement. Studies suggest a connection between physical activity and increased levels of alertness, mental function, and learning.

A recent study found that California schools with high percentages of students who do NOT routinely engage in physical activity and healthy eating habits had smaller test score gains than did other schools.

So, let's get active! Be sure to send your staff to the SPARK physical activity trainings taking place at School Health Programs Department throughout the year!

Mark Your Calendars!

- Labor Day - NO SCHOOL
September 1
- SPARK Intro Training 9/19
8:30am - 3:30pm, SHPD
- LT Orientation (ES) 9/23
8am - 4pm, SHPD
- LT/SC Collaboration 9/23
10am - 12pm
- LT Orientation (ES) 9/24
8am - 4pm, SHPD
- LT/SC Collaboration 9/24
10am - 12pm
- LT Orientation (MS) 9/25
8am - 4pm, SHPD
- LT/SC Collaboration 9/25
10am - 12pm
- Optional Workshop 9/26
9am - 1pm, SHPD
- LT Meeting (HS) 9/30
4pm - 6pm Location TBA