

# 2024-2025

## Personnel Manual

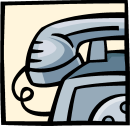
For

## Project SUCCEED



a Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Program

Project SUCCEED programs and policies are consistent with pertinent Federal and State laws and regulations on non-discrimination regarding age, color, handicap, national origin, race, religion, sex, sexual orientation, or veteran's status.



## Contact information for Project SUCCEED



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# Project SUCCEED

## PERSONNEL POLICIES AND PROCEDURES

### *Vision Statement*

Project SUCCEED (Schools Under Contract Creating Enriching Extended Days) helps give youth the skills and opportunities they need to be successful academically, socially and emotionally in a safe and supervised environment.

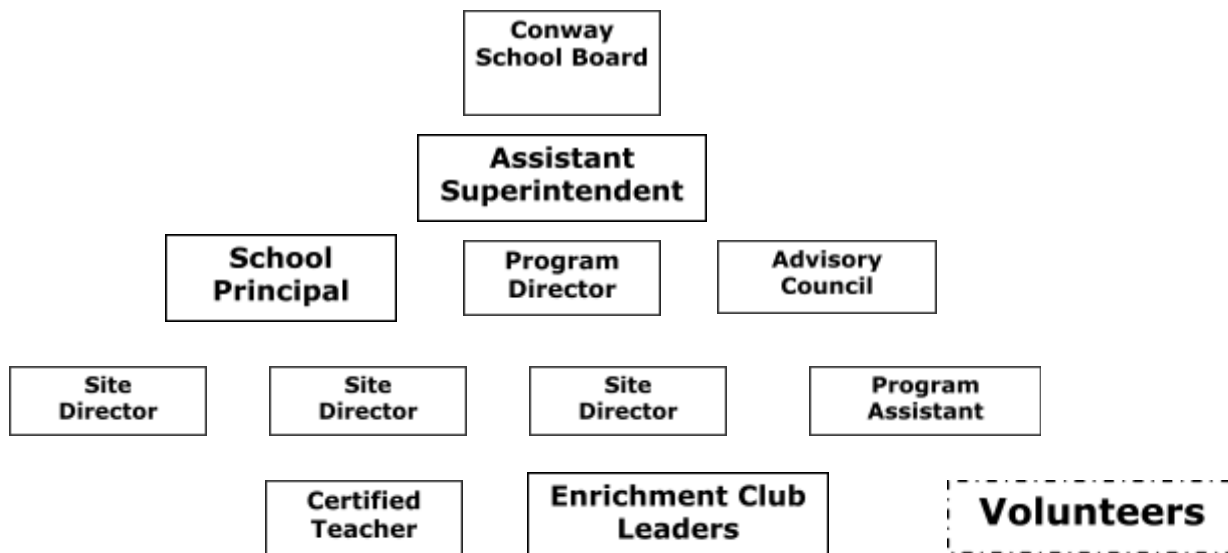
### **General Information**

#### **Statement of Purpose**

The purpose of Project SUCCEED is to provide before and after school activities, academic, enrichment, recreation, and care. The program provides a safe, secure, and enriching environment for school-age children supervised by trained, caring adults.

1. The purpose of the personnel policies is to provide each staff member with clearly defined employment policies.
  - a. Personnel policies are based on mutual respect and trust. Each position is equally valuable and essential to the well being of the children.
  - b. Each staff member is provided a copy of these policies at the time of employment and whenever policies are revised.
  - c. The policies shall be regularly updated to reflect program policy changes.
  - d. Any situation not dealt with in this manual is handled by the Project SUCCEED Program Director and/or School Principal.

### **Organization Structure**



## ***Employment***

**General Procedure - Project SUCCEED, as an integral part of the Conway School District, comports with all Conway School District policies and procedures.**

The Project SUCCEED Director, or designee, is responsible for employing professional and supportive staff in accordance with staffing requirement and policies and procedures of SAU # 9.

Project SUCCEED will recruit, employ, and reward Project SUCCEED employees on the basis of the capabilities and qualifications for job requirements, without discrimination because of race, color, religion, sex, age, national origin, or disability.

Upon employment, each afterschool staff person will have, at his or her cost, a criminal record check through the Conway Police Department.



### **A. Probationary Period and Rehiring Practices**

Each employee is hired on an annual basis with a probationary basis for six months. If job performance is unsatisfactory, the employee may be dismissed. Probationary employees may be released without cause. An employee's probationary period may be extended for a specific time period. Employees are evaluated yearly for rehiring.

### **B. Terminations**

1. Resignation: Two weeks written notice is required.
2. Dismissal: Employees who are separated from employment by management action because of misconduct or failure to maintain appropriate work performance standards are considered to be dismissed. Normally, dismissal is preceded by at least one written warning, unless unsatisfactory performance or misconduct is so serious as to warrant immediate dismissal.

Written warnings shall describe the nature of the offense or deficiency, the method or methods of corrective action, the amount of time allowed for corrective action to occur, and the probable action to be taken if the offense is repeated or the deficiency persists. The warning shall state the employee's right to request review of the action by the Project SUCCEED Program Director or Assistant Superintendent.

### **C. Performance Evaluation**

1. Each staff member will set one to three initiatives within three months of employment and update them annually.
2. Each staff member will be evaluated at least once a year based on their initiatives, job description, knowledge of the job, quality of work, interest, dependability, initiative, growth, attendance, collaboration with staff, students, and school personnel. Program Director will evaluate Site Directors and Site Directors, with Program Director, will evaluate site staff.



### **III. Salary Administration**

#### **A. Salary Determination**

Salaries are determined by the Conway School District Policy and Project SUCCEED Grants.

#### **I. Employee Benefits**

##### **A. Compensation**

1. Project SUCCEED carries Worker's Compensation for all employees. Any injury, occurring to a staff member while performing duty, must be reported through an injury report, on file at your school office. Any workman's compensation claim needs to be filed within 24 hours.
2. Project SUCCEED contributes toward unemployment and disability compensation for all employees.
3. Project SUCCEED contributes, along with the employee, toward Social Security and NH State Retirement.

##### **B. Extended Leave**

1. Employees who need extended leave must request such in writing. They may be rehired at their same position if one is available at such time as they are ready to return to work.

#### **II. Employee Relations, Procedures, and Responsibilities**

##### **A. Grievances**

1. In the event an employee has a grievance involving working conditions, this should be discussed with the immediate supervisor who will attempt to resolve the situation.
2. If the grievance remains unresolved, it should be discussed with the Program Director who will make every attempt to resolve the situation.
3. If the employee continues to be dissatisfied, or if the employee has been dismissed or suspended and is not satisfied, an appeal may be made in writing to the Assistant Superintendent of SAU #9.
4. Within two weeks of receipt of written grievance, the Assistant Superintendent will respond in writing and set a hearing date with the employee.
5. The Assistant Superintendent shall notify the employee in writing of his or her decision within one week after the hearing.

## B. Working Hours

The Program Director or Site Director makes a work schedule for employees, to fit the hours of operation and program schedule. Staff are compensated for prep time.



## C. Time Sheets and Pay Periods

Pay periods are bi-weekly. (Please see attached timesheet example) **Timesheets are due Wednesday at noon on alternate pay weeks** in the Project SUCCEED mailbox or folder. They are to be done on a computer with the appropriate columns filled in. Checks are delivered to employees at their site or mailed depending on individual preference. Paychecks will not be dispersed until the Project SUCCEED contract has been signed and returned to the SAU9 office.

## D. Absence

It is recognized in programs of this nature that emergencies and sudden illnesses will occur and will require short-term emergency substitute staff. The employee should alert his/her site-director at the absolute earliest time and find his or her own substitute. If the employee cannot find a qualified substitute, it is then the site director's job to find one. If on-site staff cannot secure a substitute, the Director may be contacted. It is the employee's responsibility to have a timesheet submitted by the substitute. Staff is paid only for hours worked.

## E. Tardiness

It is the responsibility of each employee to be present at the work site at the regularly scheduled time. If you are going to be late, please let the Site Director know. Excess tardiness can result in termination.

## F. Dress Code

Project SUCCEED staff is expected to dress and present themselves in a clean and appropriate manner, following the guidelines of the Conway School District.

## G. Cancellation

If school is cancelled so are Project SUCCEED programs. Staff is not compensated for these days. If Project SUCCEED is cancelled early during a school day, each site will be notified as soon as the superintendent notifies the Project SUCCEED office. If staff members choose, with the approval of the Site Director, to stay and work on program development they will be compensated.

## H. Staff Meetings

All Project SUCCEED staff are expected to attend regular meetings, as set by the Site Directors and the Director of Project SUCCEED. Staff members are compensated for their time.



## **I. In-services, Workshops, Job Development**

Opportunities for in-service training and other workshops will be shared with Project SUCCEED staff. If training is scheduled during program hours without children, staff members are expected to attend. If there is training provided outside of program hours, a stipend may or may not be awarded, depending on relevance or availability of funds.

We generally try to meet as a whole program 2-3 times annually.

## **J. Facilities Management**

Project SUCCEED staff are responsible for leaving space used in any building in the same, or better, condition as it was found.

Children are encouraged to participate in site clean-up tasks as a group, with the understanding that everyone benefits from a clean program as we are sharing space.

All program staff monitor the need for maintenance of equipment and/or supplies, and are to notify their supervisor of any necessary repairs.

## **K. Purchasing, Supplies, and Transportation**

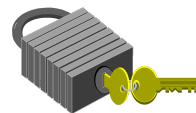
Staff may request needed materials from the Site Director, who will order materials through the Program Director or Administrative Assistant. Orders need to be submitted the week before they are needed. Project SUCCEED staff may purchase up to \$50.00 in materials and submit a receipt for reimbursement.

## **L. Responsibilities for Children**

Only the following individuals are approved to interact with children while they are in attendance at Project SUCCEED:

Project SUCCEED staff and substitutes; school staff; Parents/Guardians; and approved Community Volunteers. All volunteers must be screened by the Project SUCCEED Program Director and/or building principal. All adults must have a background check.

## **M. Confidentiality**



All information about the students and the families that we serve is considered confidential. Staff should not be taking photos of students unless approved by the Site Director. Please be sure that if you are using a student's photo, that the release on the student's registration form has been signed.

In working closely with the SAU, with permission of caregivers, information may be shared back and forth in the best of interest of our participants. At all times, this information should be protected and held with the utmost confidentiality.

## **N. Sexual Harassment**

Project SUCCEED follows the Conway School District Policy, which may be found on file at any site in the school office or at the Project SUCCEED office.

## O. Job Descriptions

Approved by the Conway School Board  
Effective: July 13, 2020



**POSITION:** 21st CCLC Before and Afterschool Enrichment Instructor

### QUALIFICATIONS:

- High school diploma or equivalent
- Ability to communicate effectively to multiple audiences in person and remotely
- Willingness to work positively with and mentor youth
- CPR and First Aid Certifications
- Pass required criminal background checks
- Ability to perform all tasks identified in this job description
- Valid driver's license

### Preferred Competencies

- Bachelor's degree from an accredited college or university
- Experience working in a school- or community-based out-of-school time organization
- Knowledge of afterschool programs, communities and/or positive youth development

**REPORTS TO:** 21<sup>st</sup> CCLC Site Coordinator

**JOB GOAL:** To provide services and activities that help students improve in academics, attendance, behavior, social connections, promotion rates and graduation rates.

### PERFORMANCE RESPONSIBILITIES:

1. Maintain effective communication with the 21st CCLC Site Coordinator and/or school personnel at assigned site.
2. Follow direction of 21st CCLC Site Coordinator or other manager(s) with respect to Conway School District policies and procedures, and adhere to program requirements.
3. Lead, participate in and take responsibility for before and/or afterschool program activities at assigned site.
4. Assists in recording/managing of student attendance and data.
5. Participate in out-of-school time program planning and design.
6. Attend staff meetings.
7. Assists the site coordinator in providing a safe and secure environment for after-school program participants.
8. Monitors student behavior and notifies site coordinator of any issues.
9. Reports all incidents regarding students, staff and/or any unauthorized visitors to site coordinator.
10. Meet with parents, students and community members; communicate in a respectful and confidential manner.
11. Perform routine first aid and seek assistance for serious illness/injury.
12. Identify needed supplies and resources, and inform 21st CCLC Site Coordinator.
13. Participate in professional development and program-related training activities.
14. Perform all other duties as assigned by supervisor.

**TERMS OF EMPLOYMENT:** In accordance with contract.

**WORK YEAR:** 36 weeks during academic year (180 days), optional 5 weeks during summer (25 days)

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Conway School Board's policy on Evaluation of Professional Personnel. The Site Coordinator will be the evaluator.



**POSITION: 21<sup>st</sup> CCLC Site Coordinator-Project SUCCEED**

**QUALIFICATIONS:**

- Associate's degree from an accredited college or university
- One or more years of experience working in a school or community-based out-of-school time organization
- Knowledge of afterschool programs, communities, positive youth development and effective management techniques
- Ability to communicate effectively to multiple audiences in person and remotely
- CPR and First Aid certifications
- TDP (Trained Diabetes Personnel) training and willingness to carry out TDP duties, as required
- Able to perform all tasks identified in this job description
- Valid driver's license
- Good physical condition with ability to lift 10 pounds

**REPORTS TO: 21<sup>st</sup> CCLC Project SUCCEED Program Director**

**JOB GOAL:** To provide services and activities that help students improve in academics, attendance, behavior, social connections, promotion rates and graduation rates.

**PERFORMANCE RESPONSIBILITIES:**

**Primary Responsibility**

The 21st CCLC Site Coordinator, under the supervision of the Program Director, manages all operations at one school-based center.

**General Responsibilities**

1. Design and implement programs designed to increase student performance in core academic areas to prepare students for success on state achievement tests.
2. Coordinate all activities and meet all the needs of the program before, during and after school hours.
3. Coordinate with food services to provide daily snacks to students and ensure that accurate counts are given to avoid snack overage charges.
4. Be available during the school day to provide advocacy for students enrolled in the 21st CCLC program.
5. Attend team meetings and implement academic tutoring and homework time designed to support teachers and increase student academic scores.
6. Work with principal and school officials on recruitment efforts and activity planning to ensure alignment with the school day.
7. Meet the required state department of education performance measures for student enrollment and attendance.
8. Conduct the program needs assessment and develop the program service delivery plan.
9. Meet with students, teachers and parents as necessary to communicate student needs.
10. Facilitate strategies for student assessments, student interventions, and determine best course of action.
11. Administer student pre-session and post-session evaluations, as applicable and required by 21st CCLC grant requirements.
12. Gather student and program-level data (ensuring the safety and confidentiality of student information) to attendance, behavior, referrals, student program participation, staffing, partners, etc.
13. Ensure data are entered into the online tracking system within specified timelines throughout the grant period.
14. Attend required conferences and training sessions and facilitate training to staff.
15. Assist with instructing and supervising students.
16. Implement family education programs for families of afterschool students to meet state department of education performance indicators.

17. Participate in and support community outreach by writing and publishing program updates via social media, news outlets and newsletters.
18. Recruit staff.
19. Cultivate relationships with community partners, and monitor partner participation in the program.
20. Assist in budget preparation, budget monitoring, and purchasing of needed supplies and equipment.
21. Ensure that team members share the same vision and goals.
22. Assist in evaluating staff performance and make recommendations for hiring, discipline and termination.
23. Assist in providing resources and tools for all team members.
24. Maintain all site supplies.
25. Ensure that students are well-behaved and implement discipline policy when necessary.
26. Keep school staff informed about the program.
27. Maintain the safety of the site and students.
28. Perform routine first aid and seek assistance for serious illness/injury.
29. Perform routine diabetes management, as necessary.
30. Design, facilitate, and compile teacher, student, and parent surveys.
31. Assist in effectively managing site operations, including timely completion and submittal of reports.
32. Perform related duties as assigned.

### **Supervisory Responsibilities**

Supervise and facilitate evaluation of before and after school staff.

TERMS OF EMPLOYMENT: One year with the option for renewal, contingent on funding

WORK YEAR: 20 hours per week, 190 days/year (38 weeks), optional 5 weeks during summer (25 days)

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Conway School Board's policy on Evaluation of Professional Personnel. The Program Director will be the evaluator.

**POSITION: 21st CCLC - Project SUCCEED Administrative Assistant**

**QUALIFICATIONS:**

- High school diploma or GED

**Special Knowledge/Skills**

- Highly proficient in keyboarding, word processing and maintaining files
- Excellent interpersonal, organizational and communication skills
- Strong mathematical skills
- Ability to evaluate data and statistics and translate into formats that meet the needs and requirements of the program
- Ability to initiate and complete projects and programs
- Ability to communicate effectively (verbal and written) in person and remotely

**Minimum Experience**

Three (3) years of secretarial experience, preferably in a public education environment

**REPORTS TO: 21<sup>st</sup> CCLC Project SUCCEED Program Director**

**JOB GOAL: To provide services and activities that help students improve in academics, attendance, behavior, social connections, promotion rates and graduation rates.**

**PERFORMANCE RESPONSIBILITIES:**

**Records, Reports, and Correspondence**

1. Prepare and assume responsibility for all correspondence, forms, reports, etc., generated for the entire program.
2. Record and report meeting minutes, as well as agendas, as requested by the Director.
3. Support preparation of program evaluation documents, (i.e., CIPAS, monthly, quarterly, bi-annual and annual reports) as directed by the Director.
4. Compile pertinent data as needed when preparing various state and local reports.
5. Maintain physical and computerized files for the overall program.
6. Assist in compiling, maintaining and updating program policies and procedures.
7. Serve as a liaison with program leaders to help ensure a manageable flow of work and communications.
8. Coordinate and manage Project SUCCEED website.
9. Maintain communication with select outside parties (such as suppliers, business contacts partners) on behalf of the program.
10. Perform related duties as assigned.

**Accounting**

1. Perform routine bookkeeping tasks, including simple arithmetic operations, for the designated administrator.
2. Perform payroll in accordance with SAU9 timelines and calendar
3. Perform related duties as assigned

**TERMS OF EMPLOYMENT: In accordance with annual contract.**

**WORK YEAR: 15 hours per week, 220 days/year (44 weeks)**

**EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Conway School Board's policy on Evaluation of Professional Personnel. The Program Director will be the evaluator.**

**POSITION: 21st CCLC Program Director – Project SUCCEED**

**QUALIFICATIONS:**

- Bachelor’s degree, or higher, in education or related field
- Five or more years of experience working in a school or community-based out-of-school time organization
- Knowledge of afterschool programs, communities and effective management techniques
- Ability to communicate effectively to multiple audiences in person and remotely
- Ability to perform all tasks identified in this job description
- Valid driver’s license
- Good physical condition with ability to lift 10 pounds

**REPORTS TO:** Assistant Superintendent and State Director 21<sup>st</sup> CCLC

**JOB GOAL:** To provide services and activities that help students improve in academics, attendance, behavior, social connections, promotion rates and graduation rates.

**PERFORMANCE RESPONSIBILITIES:**

**Primary Responsibility**

Directly responsible for overseeing program operations for the three SAU9 21st CCLC sites. Ensure delivery of quality, aligned academic curriculum and tutoring and quality recreational opportunities in afterschool sites in accordance with funding priorities.

**General Responsibilities**

1. Ensure that all program guidelines are met by program and grant partners.
2. Assist with compilation, completion and submission of fiscal reports to the funding agency.
3. Plan and conduct program planning team meetings.
4. Plan and participate in leadership team meetings.
5. Direct, supervise and evaluate program staff.
6. Coordinate and collaborate with program staff and supporting agencies and services.
7. Attend conferences and professional development required for program evaluation and development.
8. Assure the completion of evaluation activities at each site.
9. Develop grant goals and activities, implement activities, and monitor ongoing assessment of program components.
10. Train program staff and program planning team.
11. Conduct program staff meetings as needed.
12. Oversee the selection of relevant materials and resources.
13. Prepare and ensure completion of outreach materials and dissemination of program information.
14. Oversee the scheduling of program activities in collaboration with campus principals, program planning teams, program staff.
15. Manage site budgets and purchase of materials, while working with the administrative and accounting offices.
16. Oversee and support community outreach via social media, news outlets and newsletters.
17. Demonstrate behavior that is professional, ethical and responsible, and serve as a role model for all district staff.
18. Continually seek additional funding sources from outside the district to include grants.
19. Other duties as assigned.

**Supervisory Responsibilities**

- Supervise and evaluate the performance of 21st Century Community Learning Centers staff and activities.
- Manage all site coordinators and staff members.
- Responsible for the overall coordination and evaluation of each campus.
- Carry out supervisory responsibilities in accordance with district policies and applicable laws.

- Responsibilities include interviewing and hiring employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Supervise and evaluate the performance of the professional and paraprofessional staff.

TERMS OF EMPLOYMENT: In accordance with annual contract.

WORK YEAR: up to 34 hours per week, 200-220 days/year (40-44 weeks)

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Conway School Board's policy on Evaluation of Professional Personnel. The assistant superintendent and/or administrative designee will be the evaluator.

**POSITION: 21<sup>st</sup> CCLC Before & Afterschool Enrichment Provider-in-Training Project SUCCEED**

**QUALIFICATIONS:**

- Minimum age of 16
- Ability to communicate effectively to multiple audiences in person and remotely · Enthusiasm for working positively with and mentoring youth
- Ability to perform all tasks identified in this job description

**Preferred Competencies**

- Experience in a school or community-based out-of-school time organization
- Knowledge of afterschool programs, Mount Washington Valley communities and/or positive youth development

**REPORTS TO: 21st CCLC Site Coordinator**

**JOB GOAL:** To provide support for programming and activities that help students improve in academics, attendance, behavior, social connections, promotion rates and graduation rates.

**PERFORMANCE RESPONSIBILITIES:**

- Communicate with the 21st CCLC Site Coordinator and/or school personnel at assigned site.
- Follow direction of 21st CCLC Site Coordinator or other manager(s) with respect to Conway School District policies and procedures, and adhere to program requirements.
- Assist in leading before and/or afterschool program activities at assigned site.
- Assist in recording/managing student attendance.
- Assist in out-of-school time program planning and design.
- Attend staff and other meetings, as requested.
- Assist site coordinator in providing a safe and secure environment.
- Assist in monitoring student behavior and notifies site coordinator of any issues. · Report all incidents regarding students, staff and/or any unauthorized visitors to site coordinator.
- Assist in identifying needed supplies and resources.
- Perform all other duties as assigned by supervisor.

**TERMS OF EMPLOYMENT:** In accordance with contract.

**WORK YEAR:** Maximum 36 weeks during academic year (180 days), optional 5 weeks during summer (25 days)

**COMPENSATION:** \$12. per hour. Ability to sit on Project SUCCEED Advisory Board as a voting member.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Conway School Board's policy on Evaluation of Professional Personnel. The Site Coordinator will be the evaluator.