

Learning Plan Title: **Individual Learning Plan**Learning Plan Type: **Afterschool Core Skills Assessment**

Category	Current Level	Goal Level												
Competency Area I: Ability to relate to and work well with diverse children and youth	Beginner	Novice												
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Competency Area II: Ability to facilitate participants learning of new knowledge and skills	Novice	Novice												
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Competency Area III: Ability to respectfully engage the important adults in the participants' lives. (example of important adults: parents, caregivers, teachers, extended family and friends, social workers, community and faith-based leaders, etc.).	Experienced	Experienced												
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Competency Area IV: Commitment to one's own learning, skill building and professionalism on the job.	Novice	Experienced												
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Competency Area V: Ability to effectively carry out program operations and policies to achieve program goals and meet needed requirements.	Novice	Mastery												
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Plan Goals

Attendance, Program Records and Procedures

GOAL COMPLETE: No

ESTIMATED COMPLETION DATE: January 31, 2009

CATEGORY/SUB-CATEGORY: **Category:** Competency Area V: Ability to effectively carry out program operations and policies to achieve program goals and meet needed requirements.

DESCRIPTION:

(1) To train staff members in the process of creating and maintaining accurate attendance records. (2) To create a reporting procedure for your system for attendance and disciplinary referrals. (3) To establish a central location where records will be maintained. (4) To create a system for obtaining and viewing student/program records.

EVIDENCE:

(1) Staff members will turn in completed attendance sheets every Friday. (2) Site Director will review attendance procedures with staff monthly and review completed attendance sheets weekly. Site Director will provide follow-up instruction for struggling staff members. (3) Completed attendance sheets will be filed by month and be housed in a file cabinet located in the Site Directors' office. Student information will be housed in individual folders in the same file cabinet. (4) Staff members will track individual students attendance by week and submit that information to the Site Director. Staff members will forward any and all disciplinary referrals to the Site Director. Site Director will place information in the students' record. (5) Site Director will create a sign-out/in sheet for staff members to view student/program records. Staff members will be required to indicate which records they viewed along with the date and time. When records are returned, the staff member will sign-in that the document has been returned.

GOAL ACTIVITIES:

Activity Title	Est. Comp. Date	Complete
Attendance Training	December 31, 2008	<input type="checkbox"/> No
Description: Schedule regular weekly staff meetings (December 5, 12 & 19) Allocate one hour to attendance issues at the December 5 staff meeting. Allocate 30 minutes to attendance issues at both the December 12 & 19 staff meetings. Create an attendance power point presentation for staff training and reference. Create an attendance binder including attendance sheets, instructions, power point presentation and schedule of events.		
Resources Needed: Attendance guidelines, sheets, computer, binders, space for staff meetings		