

*Garden Grove Education Association and the Garden Grove Unified School District agree on the following:*

## **Suggested Practice For Elementary Site Program Coordinator**

1. The first step in the selection process should be a whole staff discussion of the needs of the school site and which of the possible positions would best fit those needs. The possible positions and typical duties are listed below.
2. After identifying the position(s) that are most appropriate for the school, specific job expectations should be crafted that fit within the typical duties. It is important that any applicants for the position(s) understand exactly what they are applying for.
3. Next, after the positions are defined and clear expectations are established, interested teachers should submit applications to the principal.
4. Then a faculty vote should be held to elect two teachers to be on the selection committee. If possible, there should be one teacher from primary and one teacher from upper. This committee will work with the principal to select the most qualified applicant(s).
5. Finally, the committee selection process could include review of the applications and an interview process.

### ***Elementary Site Program Coordinator***

Under the supervision of the principal, the Site Program Coordinator(s) assist with duties such as the Student Study Team, parental involvement, or extended learning opportunities. Typical duties for each position should be as such:

#### **Student Study Team**

- Schedule SST Meetings
- Notify team members and parents
- Assist with monitoring of team recommendations
- Schedule necessary follow-up meetings
- Other duties as necessary

#### **Parental Involvement (may include School Site Council, English Learner Advisory Committee, parent education programs, or parent nights)**

- Schedule the parent involvement programs
- Assist with planning and coordination of activities
- Advertise and recruit parents
- Monitor participation as appropriate
- Other duties as necessary

#### **Extended Learning Opportunities (may include after-school intervention and early start)**

- Coordinates the selection of eligible students
- Acts as a liaison between classroom teacher, parents, and extended learning programs
- Assists with record keeping and data collection
- Other duties as necessary