

The CalSAC Trainer Network

Deepening Skills, Growing Leaders

The School-Age Training Project

This project is made possible through the generous funding from the California Department of Education Child Development Division.

CalSAC: Enriching children by empowering professionals for over 30 years.
www.CalSAC.org



CALIFORNIA
SCHOOL-AGE
CONSORTIUM

Developing, Growing, and Caring for Your Team

A CalSAC Module

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CONSORTIUM

The California School-Age Consortium

Our vision...

CalSAC is building a future where every child in California, especially those most underserved, has access to high quality, affordable out-of-school time programs. We see a future where every professional in the field has the resources they need and is valued for the important impact they have in the lives of children. We are committed to fulfilling the promise of an informed, engaged and empowered out-of-school time workforce, and a more equitable future for California.

Our mission...

CalSAC builds statewide professional networks that provide training, leadership development and advocacy to ensure all kids have access to high quality out-of-school time programs and to create a more equitable future for California.

CalSAC: Enriching children by empowering professionals since 1982.

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Vision

Mission

Field Building

Paying It
Forward

Community

Equity

Empowerment

Getting Started

- Training Agenda
- Bike Rack
- Group Introductions

Group Agreements

- Try on new ideas and perspectives
- Move up/Move back
- Assume positive intent
- “I” Statements
- Confidentiality
- Both/And Thinking
- It’s okay to disagree
- Learn, grow, and have fun.

Today's Objectives

By the end of this module, participants will

- identify the four roles of the site leader/supervision;
- reflect on your current methods of self-management of leadership stressors;
- learn strategies to cultivate a culture of growth and development.

Key Concepts

- The role of the site leader/supervisor can be **hard to define**, although job descriptions list many of the duties.
- Site leaders/supervisors **affect the entire population** of staff and children/youth in their programs.
- It is essential that the site leader/supervisor give the same level of respect to staff that staff are expected to give to children/youth.

Activity: Think, Pair and Share

Think:

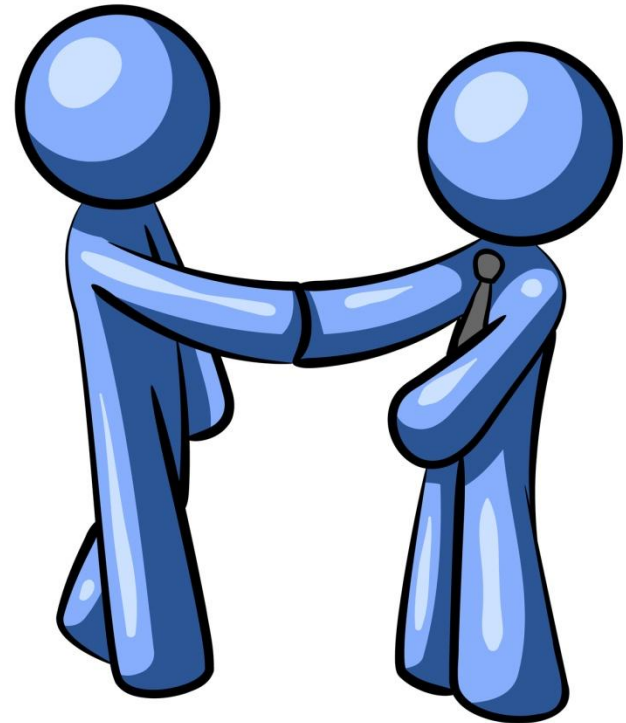
- What are the responsibilities of a site leader/supervisor?



Activity: Think, Pair and Share

Pair:

- Combine items on the two lists as appropriate.
- Table group make one list by combining the work of each of the partner pairs.



Activity: Think, Pair and Share

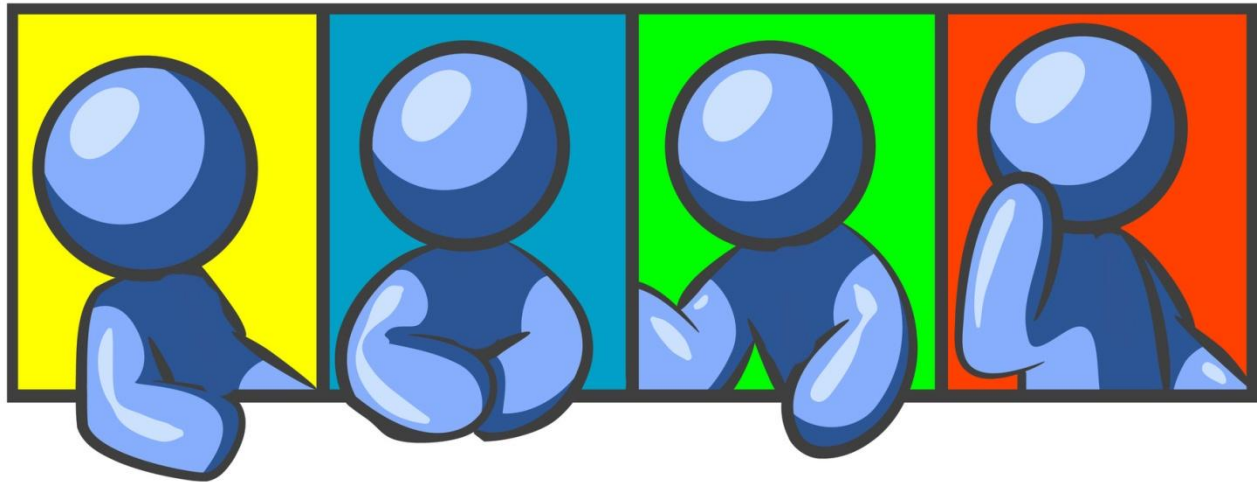
Share:

- Each table group shares their list.



The Roles of a Site Leader/ Supervisor

- Pathfinder
- Manager
- Coach
- Steward



The Roles of a Site Leader/ Supervisor

Pathfinder:

- It is important that you **embrace your program's vision** as your own, and work every day to translate this vision into a reality.
- Be a **role model** to your staff.
- **Hold staff accountable.**

The Roles of a Site Leader/ Supervisor

Manager:

- **Removing the barriers** that keep your staff from doing their best work
- Creating a culture that will **support staff** in doing their best work
 - Schedules
 - Distribution of supplies
 - Materials
 - Program space
 - Discipline procedures
 - Any other procedures or systems

The Roles of a Site Leader/ Supervisor

Coach:

- Continuing to hold your staff in unconditional, **positive regard** as people
- Encouraging staff to **improve step by step**
- **Releasing new skills** to them as they practice strategies
- Knowing staff must **clearly understand** what performance will be required of them

The Roles of a Site Leader/ Supervisor

Steward:

- is **the conscience** that asks if the program and staff are doing right things right.
- is **always analyzing, making suggestions for change**, and being certain that the program is on track to meet its goals and accomplish its vision.

Activity: The Roles of a Site Leader/ Supervisor

Identify the roles from the list you created:

- Pathfinder
- Manager
- Coach
- Steward

Having Staff on the Same Page

- It is critical to have staff and other afterschool stakeholders on the same page.
 - Have a shared vision.
 - Continuously build relationships.
 - Communicate, communicate, communicate!

Leadership in Self

- As Site Coordinators, the stressors of the day can effect how we:
 - Respond
 - Communicate
 - Motivate other
- How does your stress
 - manifest externally/visually?
 - make you feel?
 - effect your team?
- Do you take your stress home with you?

Communication

Communication is a critical skill for a site leader/ supervisor to develop.

Variety of strategies:

- Email
- Bulletins
- Newsletters
- Praise Boards
- One-on-one conversations
- Small Group Discussions
- Others?

Communication

Three tools that we all have:

- Your Voice
- Your Body Language
- Your Ability to Connect

Communication

You can control your Voice:

- Your volume
- Your rate
- Your intensity
- Your tone
- Your pitch
- Your expressiveness



Communication

You can control your Body Language:

- Your facial expressions
- Your gestures
- Your eye contact



Communication

Your Ability to Connect:



- Plays itself out as you draw the person(s) you are talking with **into your story**.
- Increases when what you are saying has some **relevance to the person(s)** you are speaking with.

Activity: Communication

Roles include:

- **Speaker** - shares something they are passionate about in the working with children and youth
- **Listener** - listens to voice (volume, rate, intensity, tone, pitch, and expressiveness)
- **Observer** – notices body language, facial expressions, gestures, and eye contact
- **Connector** - listens to see if they were included in the story or if related to their own experience

Get Involved with CalSAC:

- **Join a Chapter** in your area!
- **Attend CalSAC's Afterschool Challenge** May 15-16, 2017 @ the State Capitol.
- **Apply to be a CalSAC Trainer!**
- **Join us online:**  Twitter,  Facebook

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Thank You and Evaluations

Please take a few minutes to complete the evaluation for this module. Your feedback is greatly appreciated.



Thank you