



Responsibility Checklist for Principal and Program Director

The principal and out-of-school time program director should complete this checklist together. Review the tasks in Column 1, then indicate who will be responsible, the principal or program director, or whether it will be a shared responsibility. If shared, decide how it will be shared. It might be advisable to review this checklist two or three times a year.

Task	Responsibility of Principal	Responsibility of Program Director	Shared Responsibility (indicate how)
1. Secure space for afterschool activities.			
2. Inform classroom teachers that their classrooms will be used. (Don't forget classified staff, particularly custodians.)			
3. Provide supplies and materials for afterschool programs (e.g., paper, copier, books, computers, postage, laminator).			
4. Handle discipline issues that arise in the afterschool program.			
5. Communicate with families about content of the afterschool program (e.g., develop brochures, etc.).			
6. Recruit students for afterschool programs.			
7. Decide which activities will be provided.			
8. Involve school staff in curriculum and activity development.			
9. Hire and supervise afterschool program staff.			
10. Register/orient participants in after-school programs.			
11. Communicate with classroom teachers (and families) about homework.			

This resource is in the public domain. Authorization to reproduce it in whole or part is granted. This resource was funded by the U.S. Department of Education in 2017 under contract number ED-ESE-14-D-0008. The views expressed here are not necessarily those of the Department. Learn more about professional development planning and 21st CCLC learning at <https://y4y.ed.gov>.



Responsibility Checklist for Principal and Program Director

Task	Responsibility of Principal	Responsibility of Program Director	Shared Responsibility (indicate how)
12. Provide professional development for afterschool staff members.			
13. Manage the afterschool budget.			
14. Collect fees from students and develop/raise program funds.			
15. Develop an evaluation framework; collect and analyze data; share evaluation results.			
16. Share information about the program with the school community, the board of education, and the general public.			

Adapted from *Leading After-School Communities: What Principals Should Know and Be Able to Do*, National Association of Elementary School Principals (NAESP), 2006, pp. 44-45, and *Beyond the Bell: A Principal's Guide to Effective Afterschool Programs*, Learning Point Associates, 2005, pp.26-27.

