**VISTA Assignment Description (VAD)**

**Center Consolidated Schools, 26JT**

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| **VISTA Project: Summer Associate** | **VISTA Member Name:**  |
| **Site Name:** Center Consolidated Schools, 26JT | **Assignment Area:** Summer School Support & Summer Enrichment Programming | **Date: June 2-August 1** |

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| **VISTA Member Activities and Steps Checklist** | **Planned Period of Work** |
| **Goal 1:**To provide extended/intensive academic support in an effort to increase academic performance and post-secondary readiness and to decrease drop-out risk |  |
| **Activity 1: Ensure familiarity with summer school support expectations**Step 1: Attend PSO training on summer school schedule and teaching strategiesStep 2: Communicate with summer school director and lead teacher regarding expectationsStep 3: Develop schedule for weekly debriefing session with sponsor/lead teacher | June 2-June 4 |
| Activity 1 Comments/Summary of Accomplishments: | **Activity 1 Completed (date):** \_\_\_\_\_\_\_\_\_ |
| **Activity 2**: **Provide summer school support**Step 1: Provide summer school support/small group instruction as directed by schedule/supervisorsStep 2: Ensure fidelity to expectations and instructed teaching strategies | June 3-June 30 |
| Activity 2 Comments/Summary of Accomplishments: | **Activity 2 Completed (date):** \_\_\_\_\_\_\_\_\_ |

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| **VISTA Member Activities and Steps Checklist** | **Planned Period of Work** |
| **Goal 2:**To increase the capacity of Center Schools to provide after-school programming in an effort to increase academic performance and reduce involvement in high risk behaviors |  |
| **Activity 1: Develop summer enrichment program work-plan**Step 1: Attend PSO with training information related to enrichment programming protocol and best practicesStep 2: Assess enrichment program needs Step 3: Develop enrichment program goals Step 4: Create enrichment program schedule of activitiesStep 5: Identify required resources | June 2-June 9 |
| Activity 1 Comments/Summary of Accomplishments: | **Activity 1 Completed (date):** \_\_\_\_\_\_\_\_\_ |
| **Activity 2: Recruit member for summer enrichment programming**Step 1: Develop recruitment goals and strategiesStep 2: Implement recruitment strategiesStep 3: Engage parents, community members, and school staff in recruitment | June 9-June 13 |
| Activity 2 Comments/Summary of Accomplishments: | **Activity 2 Completed (date):** \_\_\_\_\_\_\_\_\_ |
| **Activity 3: Engage youth in enrichment programming**Step 1: Provide quality, structured after-school programmingStep 2: Follow established evaluation protocolStep 3: Follow established enrichment programming protocol and procedures | June 16-August 1 |
| Activity 3 Comments/Summary of Accomplishments: | **Activity 3 Completed (date):** \_\_\_\_\_\_\_\_\_ |

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| **VISTA Member Activities and Steps Checklist** | **Planned Period of Work** |
| **Goal** **3***:*To increase the number of students who participate in summer lunch program |  |
| **Activity 1: Develop goals and workplan regarding utilization of summer lunch program**Step 1: Attend PSO with training information related to summer lunch programStep 2: Develop workplan with summer lunch program director Step 3: Develop program VISTA Summer Associate roles with summer lunch program director | June 2-June 4 |
| Activity 1 Comments/Summary of Accomplishments: | **Activity 1 Completed (date):** \_\_\_\_\_\_\_\_\_ |
| **Activity 2: Recruit member for summer lunch program**Step 1: Develop recruitment goals and strategiesStep 2: Implement recruitment strategiesStep 3: Engage parents, community members, and school staff in recruitment | June 9-June 13 |
| Activity 2 Comments/Summary of Accomplishments: | **Activity 2 Completed (date):** \_\_\_\_\_\_\_\_\_ |
| **Activity 3: Support summer lunch program needs**Step 1: Provide support as directed by summer lunch program directorStep 2: Follow established evaluation protocolStep 3: Follow established lunch program protocol and procedures | June 16-August 1 |
| Activity 3 Comments/Summary of Accomplishments: | **Activity 3 Completed (date):** \_\_\_\_\_\_\_\_\_ |