

## **TeamUp: School Partnership Roles and Responsibilities**

Following these key school roles and responsibilities will help to ensure a successful partnership with Playworks to launch and sustain safe and healthy play at your school!

### **Principal:**

The Principal plays a critical role to a successful partnership with Playworks, and ensuring safe and healthy play at your school.

#### *Key responsibilities:*

- Schedule and participate in an all-staff orientation with Playworks at the beginning of the school year
- Attend all regularly scheduled consultation and evaluation meetings with Playworks throughout the school year
- Check-in regularly with Recess Manager, Recess Coach and Recess Team
- Model Playworks core values, program implementation, group management, and rapport building strategies for students and school staff
- Identify and assign school staff to fulfill the roles defined below, and designate time for staff professional development and coaching including but not limited to Orientation Day(s) activities.

*The following roles may overlap, and may be filled by one or more school staff members:*

### **A. Recess Manager**

Responsible for setting overall goals for recess program implementation, and leads the team in assessing and improving recess. The Recess Manager provides ongoing support, observation, and management of the Recess Coach and the Recess Team throughout the school year. The Recess Manager does not necessarily have to be present during all recess periods, but should be aware of the current status of recess and be present at all regular recess team meetings. The Recess Manager can be the school's strongest advocate for play by serving as a liaison between the Recess Team and the school's leadership team.

#### *Key Responsibilities:*

- Manages and supports Recess Coach and Recess Team
- Manage and support program quality improvement plans
- Assess and observe Recess Coach Performance on a regular basis
- Meet with Playworks Program Manager monthly for program consultation and program quality goal setting
- Meet weekly with Recess Coach and Team
- Attend and observe Recess on a regular basis
- Attend two (2) Consultation Visits with Program Manager

#### *Profile for placement:*

- Member of school leadership team
- Able to provide ongoing oversight and support to Recess Coach/Recess Team
- Strong interest and/or experience working in collaboration with outside program partner

- Available to attend regular meetings with Playworks Team

### **B. Recess Coach**

A school staff member who is dedicated to delivering and strengthening a great recess, every day. The Recess Coach is a vital part of continuing a consistently high-functioning recess, and is ideally present at most (if not all) of the recess periods at your school. This person leads the implementation of recess every day – setting up and tearing down games, supervising the junior coaches, modeling our strategies for the students and other recess staff (rock paper scissors, high fives, “good job nice try”), and engaging with students in playing the games. This person models the expectations of recess, leads the way for impact through play at school, and supports all staff and students during recess.

#### *Key Responsibilities:*

- Partner with the Site Coordinator to learn and practice the management of all recess periods and the Junior Coach Program during “Program Week”
- Independently manage all recess periods and the management and supervision of Junior Coaches at recess during “School Implementation” weeks.
- Model Playworks core values, program implementation, group management, and rapport building strategies for students and school staff
- Meet with Site-Coordinator for coaching, feedback, and best practice sharing during “Program Week”. “Program Week” refers to the week that the Site Coordinator is onsite.
- Attend Playworks TeamUp trainings which may take place during out of school time.
- Meet weekly with Recess Coach Manager (school admin) to discuss roles, responsibilities, goals and action plans associated with ongoing program quality improvements and initiatives
- Playworks recommends Recess Coach attend Junior Coach training sessions\*

#### *Profile for placement:*

- Enjoys working with students in grades K-6
- Accessible to all recess periods each school day throughout the year
- Desire to learn skills to support recess programming
- Ability to engage and inspire students
- Ability to set clear goals and follow through with flexible and creative problem solving tools
- Ability to work with school staff and recess staff to achieve high quality recess
- Available for 8-10 hours of professional development training outside of recess program responsibilities

#### *Recruitment options:*

- Recess supervisors
- Para-professionals
- After-school program staff
- Physical Education teacher
- Local youth development organizations
- School volunteers/ parent volunteers
- Former teachers and youth development workers

- Part-time school staff members

### **C. Recess Team**

School staff who actively support the planning and implementation of recess. The Recess Team proactively engage in the the development of students, the success of recess, and the build of positive school climate. The Recess Team does this by leading and participating in games, proactively managing students through use of attention getters, signals, and transitions, and engaging positively with students and other staff.

#### *Key Responsibilities:*

- Actively support Recess Coach led recess
- Implement responsibilities assigned to individual role on Recess Team
- Attend Playworks TeamUp Recess Team trainings
- Meet regularly with Site Coordinator and Recess Coach for coaching and feedback
- Meet regularly with Recess Manager
- Model Playworks core values, program implementation, group management, and rapport building strategies for students and school staff
- Available for 8-10 hours of professional development training outside of recess program responsibilities.

### **D. Other School Teachers and Staff:**

All teachers and school staff play have an important role to play in creating and supporting continued opportunities for safe and healthy play at your school.

#### *Key Responsibilities:*

- Participate in an all-staff orientation with Playworks at the beginning of the school year
- Participate in Site Coordinator led CGT
- Supports implementation of Junior Coach Program
- Support Recess Coach with effective recess transitions and recess best practices
- Support and reinforce Playworks recess culture
- Support and implement new recess policies and procedures