

Part-Time Coach: 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, Playworks 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.

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:

- Attend an orientation meeting in the first week of programming
- Actively support Playworks Coach at the school (e.g. promote Playworks to teachers, invite Playworks Coach to teacher-led meetings and other staff meetings)
- Actively support Playworks Coach onsite needs and weekly schedule:
 - Less than 18 hours per week are allowed for in-school programming (e.g. recess set up, facilitation, clean up; Junior Coach trainings)
 - 5-7 hours per week are designated for admin and prep time (e.g. data entry, paperwork, Playworks professional development training, check-in)
- Approve Playworks Coach timesheets
- Attend and observe recess on a regular basis
- Observe and support Junior Coach trainings (at least once per month)
- Model Playworks core values, program implementation, group management, and rapport building strategies for students and school staff
- Attend all regularly scheduled meetings with Playworks throughout the school year

- Check-in regularly with Playworks Coach for guidance and support (weekly)
- Check-in regularly with Playworks Program Manager (weekly)

Profile for placement:

- Member of school leadership team
- Ability to provide ongoing oversight and support to Playworks Coach/Recess Team
- Strong interest and/or experience working in collaboration with outside program partner
- Attend regular partnership and program quality meetings with Playworks Team

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 Playworks Coach-led recess
- Implement responsibilities assigned to individual role on Recess Team
- Model Playworks core values, program implementation, group management, and rapport building strategies for students and school staff

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
- Supports implementation of Junior Coach Program
- Support Coach with effective recess transitions and recess best practices
- Support and reinforce Playworks recess culture
- Support and implement new recess policies and procedures

**Note: Playworks programming is not a substitute for physical education (PE). Playworks Coach may coordinate with an existing PE program, but are in no way a substitute for credentialed PE teachers. Playworks staff may not support the process for grading students related to PE.*

***During recess, the Playworks Coach will be focused on facilitating recess components, and will not do or be responsible for yard supervision. The school has full responsibility for providing certified adult yard supervision ("Recess Team") during all recess periods.*



AmeriCorps Overview – Some Playworks Coaches are serving as AmeriCorps Members!

What is AmeriCorps?

AmeriCorps is a national community service program that engages people all over the nation dedicated to strengthening communities. More than 75,000 Americans across the country participate in AmeriCorps each year. All of them tackle different community needs in different ways. Playworks receives and manages AmeriCorps grants that allow us to recruit and place Playworks AmeriCorps members at our partner school sites.

AmeriCorps Members “get things done” for America

All AmeriCorps members take the following pledge when committing to their term of service:

“I will get things done for America – to make our people safer, smarter, and healthier.

I will bring Americans together to strengthen our communities.

Faced with apathy, I will take action.

Faced with conflict, I will seek common ground.

Faced with adversity, I will persevere.

I will carry this commitment with me this year and beyond.

What does hosting a Playworks AmeriCorps Member mean for your school?

Playworks AmeriCorps Members are volunteers who are placed at local elementary schools to improve school climate, engage kids in physical activity, and transform children’s social and emotional health through the power of play

Playworks AmeriCorps members’ service hours can only focus on this purview of programming and cannot include additional programming outside the Playworks AmeriCorps scope of service.

AmeriCorps Members are also encouraged to be actively engaged in their communities, including becoming part of the school community and uniting with other AmeriCorps members, which enhances their experience as well as their service to their school placement site.

You can help support your AmeriCorps member by sharing with parents, teachers, and other school staff that their school proudly hosts an AmeriCorps member through Playworks, allowing/encouraging the AmeriCorps member to post the AmeriCorps logo in their space, and honoring your member during “AmeriCorps Week” celebrated nationwide in March. Our AmeriCorps members do a lot to serve their community and their country and we are proud to show to them our appreciation and support.



AmeriCorps Overview

Two important AmeriCorps policies you need to know

1. Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, members may not engage in the following prohibited activities (see 45 CFR § 2520.65):

- a. Attempting to influence legislation;*
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;*
- c. Assisting, promoting, or deterring union organizing;*
- d. Impairing existing contracts for services or collective bargaining agreements;*
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;*
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;*
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;*
- h. Providing a direct benefit to:*
 - I. A business organized for profit;*
 - II. A labor union;*
 - III. A partisan political organization;*
 - IV. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and*
 - V. An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;*
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;*
- j. Providing abortion services or referrals for receipt of such services; and*
- k. Such other activities as the Corporation may prohibit.*

AmeriCorps members may not engage in the above prohibited activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

2. Non-Duplication/Displacement

AmeriCorps members are volunteers through the Corporation for National and Community Service (CNCS). They are not typical employees and are not allowed to perform an employee's duties or otherwise displace employees. AmeriCorps members may not perform any services that would result in a paid employee losing a job or a failure to hire a paid employee (see 45 CFR § 2540.100)

(e) Nonduplication.

Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

(f) Nondisplacement.

- 1) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
- 2) An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- 3) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- 4) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- 5) A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that -
 - (i) Will supplant the hiring of employed workers; or
 - (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- 6) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any -
 - (i) Presently employed worker;
 - (ii) Employee who recently resigned or was discharged;
 - (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
 - (v) Employee who is on strike or who is being locked out.