



THIS TEACHER REFERRAL MUST BE COMPLETED

2017-2018 *MyTime* PROGRAM

Teachers: Please complete this referral for in order for the High School student to work in the *MyTime* afterschool or summer programs. They will be responsible for acting as role models and leaders to elementary/middle school students in District 129, 131, 204 or 308 along with providing enrichment activities assistance.

Student Name: _____ I.D. # _____
 _____ Grade _____

How long have you known this student? _____ In what capacity? _____

What strengths does this student possess that you feel make her/him a good applicant to work in the *MyTime* Program?

	1 = Unsatisfactory: Fails to meet minimum expectations; needs immediate and effective attention.	2 = Needs Development: Meets minimum expectations, but needs improvement in key areas of accountability.	3 = Meets Expectations: Adequate performance. Consistently displays competent and effective performance that meets the basic expectations of the position.	4 = Above Expectations: Consistently performs at a level that meets and often exceeds expectations of the position.	5 = Outstanding: Performs at a level of exceptional accomplishment. Consistently makes significant contributions, going above and beyond position expectations.
Work Quality: Organizes work assigned without excessive instruction of close supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Punctuality: Arrives on time;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative: Willing to ask questions; demonstrates leadership skills; accepts additional responsibility on own or when asked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability: Consistently exercises good judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments?

Teacher Name

Academic subject

Teacher Signature

Date

Note: Please return to student as soon as possible. They need to present this form when returning their application and/or at the time of interview. We appreciate your time and assistance.

Student Leader (High School) Job Description 2017-2018

To be eligible for youth employment this year:

1. You must be a student enrolled in an Aurora High School, and,
2. You must be a minimum of 16 years old and able to show proof of your age, and,
3. You must be legally qualified to work in the United States (U.S. citizen; lawful permanent resident alien, alien authorized to work), and provide qualifying documentation (Social Security Card, Permanent Resident or Alien Registration)
4. You must be a student in Good Standing (with weekly eligibility), and,
5. You must complete the application and have the "Teacher Referral" form completed by an academic teacher.

Qualifications:

Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the after school or summer program and philosophy.

- Desire and ability to work with children of elementary/middle school age to enhance the healthy emotional, social, intellectual, and physical development of children enrolled in the after school program.
- Ability to collaborate with peers.
- Ability to accept supervision and guidance from supervisor.
- Desire to teach or assist in teaching activities to students.
- Good character, integrity, flexibility, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.

Responsible to:

Project Director

Adult coordinators at each school location

Communities in Schools

Professional Responsibilities of Student Leaders:

- To respect the rights and responsibilities of every student, parent, school personnel and fellow staff members.
- To participate fully in terms of time and effort in the after school or summer decisions and activities that reflect on the welfare of students.
- Maintain effective communication with Site Coordinator, adult leaders, college and high school leaders and Communities In Schools, Director of City Wide Youth Programs.
- Youth leaders shall not take or use any property belonging to the School District.

Principal Duties and Responsibilities will include, but will not be limited to the following:

- Assist the Site-Coordinator as directed.
- Assist elementary/middle students with homework or other academic work as requested by the Site-Coordinator.
- Read with students and support other reading readiness activities.
- Supervise activities as required by the Site-Coordinator by:
 - Participating in games with children
 - Enforcing safety rules
 - Intervening when children are likely to injure themselves or others
 - Remaining with children at all times
 - Assist children to problem-solving
 - Take the initiative during activities and when dealing with behavioral issues
- Assist in preparation and maintenance of program materials as requested by the Site-Coordinator.
- Communicate with the Site-Coordinator regarding difficult individual child behavior.
- Work on all of the days that are required of you.
- Complete accurate time sheet **daily** at the school site that you are assigned and leave it on site with the Site-Coordinator. Make sure your timesheets are accurate and signed.
- Know and follow licensing and school procedures to safeguard the health and safety of children regarding the use of supplies and equipment. Attend staff meeting as requested by Communities In Schools and or Site-Coordinator.
- Other tasks as requested