

# Site Work Plan- Monthly Goals

Instructions for how to fill out the Site Work Plan- Monthly Goals

## **Average Daily Attendance**

Use this table to develop a monthly goal for raising or maintaining average daily attendance. This can be utilized with a site coordinator to enhance program attendance or with a Program Leader to enhance classroom attendance.

## **Program Component**

Use this table to develop a monthly goal for strengthening one of your program components. This could include homework, enrichment, physical activity, sign out, or any number of components within your program.

## **Alignment**

This table should be used to create a monthly goal that will help to align your program with the instructional school day, district, or state educational guidelines. Possible objectives in the area may include attendance at teacher staff meetings or choosing activities that are in line with state standards.

## **Staff Development**

Use this table to help to identify monthly goals around the area of staff development. This could include trainings, coaching or other means of development. It can be used for your personal professional development, a particular staff member, or your staff as a whole.

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## Work Plan Breakdown

Each work plan consists of the following items. The objective titles within the individual work plans may differ, but the remaining columns are the same. Below is a description of what belongs in each column and an example based on an Average Daily Attendance Monthly Goal.

Objective	Activity	Tasks	Resources/ Support Needed	Activity Completed By (Timeline)	Desired Outcome
<p>What do you want to accomplish?</p> <p><i>Ex: To raise ADA by 50 students</i></p>	<p>Activities are specific projects. When completed, they are usually recognized as tangible accomplishments.</p> <p><i>Ex: Recruit students during a Fall Carnival</i></p>	<p>Tasks are specific steps required to complete an activity.</p> <p><i>Ex:</i></p> <ol style="list-style-type: none"> <li>1. Reserve school MPR and yard</li> <li>2. Create and distribute flyers</li> <li>3. Purchase needed supplies</li> <li>4. Prepare game and food booths.</li> </ol>	<p>What are the sources of supply, support or aid that you will need to be successful?</p> <p><i>Ex:</i></p> <ul style="list-style-type: none"> <li>- Jim from the Bouncy House</li> <li>- Supervisor: need approval for budget</li> <li>- Volunteers to run booths</li> </ul>	<p>When will the activity be completed?</p> <p><i>Ex: Fall Carnival will be held on September 18, 2010</i></p>	<p>What will be the end result of your actions? How will you know you have met your objectives?</p> <p><i>Ex: My ADA will rise from 80 students per day to 130 students per day.</i></p>

# Site Work Plan- Monthly Goals

Site: \_\_\_\_\_ Coordinator: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Average Daily Attendance Monthly Goal

Objective	Activity	Tasks	Resources/ Support Needed	Activity Completed By (Timeline)	Desired Outcome

## Program Component Monthly Goal

Focused Program Component Objective	Activity/Strategy	Tasks	Resources/ Support Needed	Activity Completed By (Timeline)	Desired Outcome

# Site Work Plan- Monthly Goals

## Alignment Monthly Goal

Objective	Activity/Strategy	Tasks	Resources/ Support Needed	Activity Completed By (Timeline)	Desired Outcome

## Staff Development Monthly Goal

Focused Staff Development Objective	Activity/Strategy	Tasks	Resources/ Support Needed	Activity Completed By (Timeline)	Desired Outcome