

PRIME TIME Plus

Team Members

Preschool Program Coordinator

Hours: 90 minutes per week for 6 weeks; planning and preparation time varies

Stipend: \$500 per 6-week program

Qualifications:

- Is employed by the host site.
- Is a member of / understands the community in which the program will operate.
- Proven ability / willingness to lead a team project.
- Proven ability / willingness to organize program logistics effectively and in a timely manner.
- Understands principles of family engagement.

Responsibilities:

- Participate in training on program methodology and strategies (only if untrained).
- Fulfill obligations by adhering to program policies and strategies and support manuals, online resources, and available technical support.
- Work effectively as a team leader to ensure program success.
- Download and review **online data packet** before program start date to understand data collection and reporting obligations.
- Distribute brochures and posters to promote PRIME TIME and recruit families.
- Recruit and enroll up to 15 families.
- Ensure that at least 10 individuals from the target population attend each program session.
- Identify two preschool facilitators to conduct planned learning activity for 3-5 year old siblings each week.
- Provide a comfortable and suitable environment in which the program can occur.
- Transportation: Identify mode of transportation and driver, if needed, and establish route.
- Provide healthy meals / door prizes using program support stipend and / or donations.
- Prepare all necessary materials for each program session.
- Inventory and store program books upon arrival prior to program.
- Call participants each week to remind them to attend program.
- Promote library services and community resources (5-10 minutes) at each session.
- Award certificates and gift books to participants on final session.
- Submit an accurate and complete program data packet within 30 days of the final program session.
- Submit an accurate and complete final report within 30 days of the final program session.

Suggested options for program coordinators include: child care center directors or administrators, school librarians, reading specialists, assistant principals, parent organization leaders, or any child care center or school personnel who fit the qualifications.

Preschool Facilitators (2)

Hours: 2 1/2 hours per week, including 30 minutes before and after 90-minute program

Stipend: \$125 per session (\$750 total)

Qualifications:

A trained person experienced in delivering educational programming for 3 to 5 year-olds who:

- Has a minimum earned CDA certificate or associate's degree.
- Has a minimum of 2 years' experience working with preschool aged children.
- Has experience working with the families and parents of preschool aged children.
- Understands child development and developmentally appropriate practices.
- Understands the principles of early literacy acquisition.
- Understands milieu instructional principles and exploratory center work.
- Understands principles of family engagement.
- Can communicate effectively with parents in a warm, encouraging way.
- Can communicate respectfully with young children in a warm, facilitative way.
- Demonstrates the ability to generate excitement and enjoyment around reading with young children.

Suggested options for preschool facilitators include: preschool teachers, kindergarten teachers, and children's librarians.

Responsibilities:

- Attend the mandatory PRIME TIME Plus training.
- Present pre-literacy activities and attend to the needs of 3-5 year olds along with parents and volunteers.
- Promote critical thinking and nutrition through discussion and center activities
- Recruit and train volunteers to work in the Preschool program.
- Use the PRIME TIME Preschool *Support Manual* as a guide for programming.
- Plan and gather materials for exploratory centers based on each week's theme.
- Prepare an interactive book sharing experience and exploratory centers for each session.
- Conduct a *Book Walk* preview of the book during dinner or interested children.
- Stimulate children's minds with an interactive book sharing including songs, finger-plays, puppets, discussion, and exploration time.
- Implement corresponding *Picture-graph Questionnaires* for each weekly title.
- Create and share a *Group Language Experience Book* accumulatively across the program weeks.
- Assist in room set-up and clean up, and any other tasks delegated by the Program Coordinator.

Family Health Coordinator

Hours: 2 1/2 hours per week, including 30 minutes before and after 90-minute program

Stipend: \$125 per session (\$750 total)

Qualifications:

- Is employed by the host site.
- Is a member of / understands the community in which the program will operate.
- Has experience preparing and cooking meals for adults and children on large scale (30+ people)
- Has experience working with the families and parents of preschool aged children.
- Can communicate effectively with parents in a warm, encouraging way, about healthy eating and nutrition.
- Can communicate respectfully with young children in a warm way about healthy eating and nutrition.
- Demonstrates the ability to generate excitement and enjoyment around healthy eating with young children.

Responsibilities:

- Attend the mandatory PRIME TIME Plus training.
- Use the PRIME TIME Preschool Support Manual as a guide for programming.
- Assist in room set-up and clean up, and any other tasks delegated by the Program Coordinator.
- Prepare and conduct the weekly nutritional presentations
- Lead families in a celebration of the highlighted fruit or vegetable
- Prepare the weekly power bowl for meal service
- Prepare and present the weekly take home food items and recipe

Preschool Site Mentor

Hours: Minimum 2 site visits totaling 180 minutes plus online and phone coaching as needed

Stipend: \$350.00 per 6-week program

Qualifications:

A professional in early childhood education who is chosen and assigned to the site by the PRIME TIME Staff who:

- Has a minimum of a master's degree in early education or a related field
- Has a minimum of three years' experience in early childhood education
- Is knowledgeable about the PRIME TIME Preschool model
- Is skilled in mentoring other teachers
- Has a tactful and supportive manner when working with others
- Will promote the program model without compromising quality.
- Is available for and responsive to the needs of the program personnel

Suggested options for site mentors include: university ECE faculty, Master Teachers in early childhood

Responsibilities:

- Conduct one site visit on the 2nd or 3rd program session.
- Monitor the program for quality and adherence to the PRIME TIME Preschool model in person, and via email or phone as necessary.
- Make suggestions for improvement of the program as necessary in a tactful manner.
- Coach or model correct implementation of the various aspects of the program as needed.
- Inform PRIME TIME staff members if serious diversions from the program model exist or persist.
- Be available for consultation and problem solving as needed by phone, online, or in person.