America Reads*America Counts
Site Supervisor Orientation
2014-2015
Agenda

- 12:30 - 12:45
  - Welcome

- 12:45 - 1:15
  - AR*AC as an individual program
  - The role of the Team Leader

- 1:15 - 1:35
  - The Kuali Time system

- 1:35 - 1:55
  - Planning for the on-site orientation

- 1:55 - 2:20
  - Think, Pair, Share

- 2:20 - 2:30
  - Questions, concerns, final reminders
The Team Leader Advisor will hire and place the coaches at the sites while the Site Supervisors will monitor the coaches’ daily/weekly interactions at the site.

Team Leaders will support the work of the coaches and work closely with the Site Supervisors to support the management of the coaches and program.
The Role of the Team Leader

- Tracking information
  - Absences
  - Time Sheet Adjustments
- Conduct on-site orientation for Coaches
  - Will work with Site Supervisor to determine content
- Scheduling Coaches with Learners
  - Site Supervisors should help determine how to identify learners
- Plan, organize, and implement a service learning project
- Maintain communication with Site Supervisor and Coaches
Kuali Time

Actions you are likely to use:
- Open or edit a timesheet
- View a timesheet note
- Add a timesheet note
- Approve a missed punch document
- Approve a timesheet
  - Individually
  - Multiple

All of these sections are marked in the manual you have received.
Kuali Time Video Tutorials

- https://fms.iu.edu/files/7313/9661/3269/Kuali_Time_Approval_Tab.swf

- https://fms.iu.edu/files/6913/9661/3270/Kuali_Time_Approving_a_Missed_Punch.swf
On-Site Orientation

- Dress code
- Attendance Policy
- Type of tutoring model to use
- Clocking in/out
- Time system
- Communication Policy
- Break Areas
- Professionalism
- Non-tutoring expectations (attend a parent night, staff meeting etc.)
- Site tour and Site Supervisor Introduction
- Your site’s youth protection policy
Questions or Concerns