

Facilitator Norms – Draft (5/14/04)

Floor Time

1. Present in main room
2. Circulate as needed to monitor behavior and rules compliance
3. Main responder to any crisis
4. Check outback area three times per hour
5. Greet visitors and parents to be aware of non-learners in the building
6. Generate accelerated math as appropriate (Facilitators will receive training in the Fall)
7. If absent or late, you are responsible for finding someone to take over.

Prep Time

1. Self-directed Preparation Time
2. May be requested to provide emergency backup (classroom, PE walker, floor time, etc. – receive at least 1 hour of in-lieu time credit)
3. Notify Lead Facilitator, Counselor, or Office Manager if not on campus.

Late Arrival (Morning or After Lunch if you anticipate being more than 10 minutes late or if your seminar learners will be standing around waiting for you)

1. Call Lead Facilitator school phone, if no answer, leave message. (521-7543 x101)
2. Call Lead Facilitator cell phone, if no answer, leave message. (507-2738)
3. Call Head Counselor school phone, if no answer, leave message. (521-7543 x107)
4. Call Officer Manager school phone, if no answer, leave message. (521-7543)
5. Put your phone away, you did your job, proceed safely to school.

Staff Conflicts Resolution Flow Chart

1. Ask the person you are having the conflict or disagreement with to schedule a meeting to talk about the issues and reach agreement.
2. If meeting #1 does not resolve the issue, request a meeting with either the Lead Facilitator or Head Counselor to talk about the issues and reach agreement.
3. If meeting #2 does not resolve the issue, request that the issue be put on the agenda for the facilitator's weekly Tuesday meeting to talk about the issues and reach agreement.
4. If meeting #3 does not resolve the issue, request that the issue be put on the agenda for the closed session of the next Governing Board meeting to talk about the issues and reach agreement.
5. If meeting #4 does not resolve the issue and there is still a dispute, the Governing Board shall issue a directive to finalize a solution consistent with the best interest of the school and with respect for both parties having the dispute.