

AmeriCorps Instructional Support Team (AIST)



SITE SUPERVISOR REQUIREMENTS

- ❑ Provide AIST Program Director with AIST member's schedule and notification of schedule changes throughout the service year.
- ❑ Sign the Site Supervisor Contract (service agreement) and return it to the AmeriCorps Instructional Support Team. Site Supervisor Manual is available online under Documents at <http://www.butlerco.k12.al.us/americorps>
- ❑ Sign members' weekly service logs concerning member's activities and member's Personal Leave Request.
- ❑ Keep a member sign-in sheet (in the main office) for daily service and after-school activities. *Form will be provided by the AIST staff.*
- ❑ Be aware of all available AmeriCorps state trainings and events and allow members' attendance whenever possible.
- ❑ Become familiar with AmeriCorps through the site supervisor manual.
- ❑ Be aware of prohibited activities.
- ❑ Display AmeriCorps sign provided by the AIST staff. If you do not have one, please contact the office (334.382.5199, ext. 1401).
- ❑ Oversee and provide feedback for members.
- ❑ Evaluate the performance of the members assigned to your site: mid-year usually required in March. *Form will be provided by the AIST staff, online or paper format.*
- ❑ Contact the AIST Program Director in event of any questions, concerns, problems, or any emergencies in regards to the AmeriCorps members, policy or procedures. AIST PD: Carol McArthur 334.382.5199, ext. 1401 Carol.McArthur@butlerco.k12.al.us

Site Supervisor's Signature – received site supervisor manual

October 1, 2008
Date