

Responsibility Checklist for the After-School Program Director and External Evaluator

Directions: The external evaluator and after-school program coordinator should complete this checklist together. Review the tasks in Column 1, then indicate who will be responsible – the external evaluator or program director – or whether it will be a shared responsibility. If a responsibility will be shared, decide how it will be shared. It might be advisable to review this checklist 2 or 3 times each year.

Task	Responsibility of the External Evaluator (Date Completed)	Responsibility of After-School Program Director (Date Completed)	Shared Responsibility (indicate how and deadline)
1. Evaluation Plan			
2. Timeline for evaluator			
3. Program Observations			
4. Communicate role of evaluator with staff			
5. Communicate role of evaluator with school day teachers			
6. Communicate role of evaluator to partners			
7. Communicate role of evaluator with Advisory Council			
8. Inform evaluator of parent meetings, special events, advisory council meetings			
9. Provide requested documentation to evaluator in a timely manner and without identifying information ex. EZ Reports, attendance, Office referrals, etc.			
10. Communicate concerns in writing prior to meeting			
11. Inform staff of evaluator's upcoming visits			
12. Midyear Report			
13. Site Observations (2 minimum)			
14. Send out and collect teacher surveys			
15. Send out and collect parent surveys			
16. Send out and collect student surveys			
17. Send out and collect partner surveys			
18. Final Report			
19. Read entire report and discuss results with evaluator			
20. Share results with students, parents, advisory council, partners, staff, central office, etc.			
21. Complete Evaluation Outcome Summary Chart and Action Plans			
22. Continuation Application			