

Prime Time Preschool Team Member Roles & Responsibilities

As of May 2023

1. **Program Coordinator** — A librarian from the host library system, museum staff, schoolteacher, or any staff member of the program host responsible for overseeing the logistics of the 6-week program including planning, implementation, and closing. They must:
 - Attend mandatory Prime Time training
 - Fulfill the requirements of Addendum A: Scope of Work in the Contract and Grant Agreement
 - Recruit two Preschool Facilitators, a Community Organizer if needed, and volunteers
 - Purchase Prime Time program materials, such as program books and gift books
 - Distribute Prime Time program books to participating families weekly and distribute books to Preschool Facilitators during the organizational meeting
 - Track participant attendance using the Attendance Record provided
 - Arrange for healthy meals to be served during each Prime Time session
 - Distribute weekly gift cards to families, if applicable
 - Promote library services and resources (5-10 minutes) during each session
 - Ensure that participating families complete the Family Survey by the end of the program
 - Ensure that Team Members complete the Team Member Evaluation Survey
 - Submit a final report which includes the completed Attendance Record, Family Surveys, Team Member Evaluations, high-resolution images, and Final Report Budget within 30 days of the sixth and final session of the Prime Time series
2. **Preschool Facilitators** — Two trained employees of a library, school, museum or other eligible organization, ideally with CDA certification or an Associate's degree, and who understands the principles of child development and early literacy acquisition. Preschool Facilitators work in concert to serve as (1) facilitators of learning for children and adults, (2) Storytellers/Humanities Scholars, and (3) models for adult caregivers. They must:
 - Attend mandatory Prime Time training
 - Use the LEH's Preschool Assistant Manual as a guide for programming
 - Strategize with co-facilitator ahead of each Prime Time session
 - Guide participants to enhance text comprehension abilities using program strategies
 - Guide participants to improve critical thinking abilities using program strategies
 - Prepare for and conduct interactive book sharing experiences, modeling and providing inspiration for at-home reading and discussion of themes and issues found in books
 - Conduct Book Walk previews of each weekly title

- Plan, gather materials, and prepare exploratory centers based on each week's theme
 - Implement corresponding Picture-Graph Questionnaires for each weekly title
 - Create and share a Group Language Experience Book accumulatively across the program's six weekly sessions
 - Complete a Team Member Evaluation within three weeks of the last Prime Time session
3. **Community Organizer** — A reading interventionist, school librarian, ELL teacher, or outreach staff responsible for identifying, recruiting, and following up on families before and throughout the program to meet weekly attendance minimums. They must:
- Attend Prime Time training, if possible
 - Identify about 20 children and recruit at least 15 to ensure that 10—15 families are served each week (minimum 10 families served each week)
 - Collaborate with the Program Coordinator in developing and implementing an enrollment system or process
 - Attend each Prime Time session
 - Ensure attendance of at least one adult for each child attending a Prime Time session
 - Interpret from Spanish to English (and vice versa) during Prime Time sessions, if needed
 - Translate family recruitment materials and survey responses from Spanish to English, if needed
 - Call, text, or email participants each week to remind them to attend the program
 - Coordinate delivery of weekly gift cards to families, if applicable
 - Complete a Team Member Evaluation within three weeks of the last Prime Time session
 - Community Organizers might also assist the Program Coordinator with distributing program materials to families, tracking attendance, ensuring completion of family surveys, etc.
4. **Volunteers** — Multiple volunteers could assist the team with tasks such as tracking attendance, organizing and distributing program materials and gift cards, as well as room set-up and clean-up.