

**IN THE
LEAD**

staff liaison info
PACKAGE

Calgary Youth Justice Society
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Calgary, AB T2P 0Y8

STRONGNOTWRONG.COM

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TEACHER+STAFF

PROGRAM SUPPORT REQUIREMENTS



WHO

WE ARE LOOKING FOR A STAFF SUPPORT PERSON WHO:

- Is looking for a new way to **ENGAGE** with students
- Is **CURIOUS** about: strength-based teaching, learning new facilitation skills, connecting with at-risk youth in a different way, principles of resiliency and leadership
- Is **WILLING** to be present and participate in class & at events - to also be a student!
- Can **SUPPORT** the logistical challenges of youth programming

WHAT

WHAT WE NEED FROM THIS SUPPORT PERSON:

- Encouraging staff to participate in the nomination of students; educate staff about the program to ensure appropriate and timely nominations
- To gather necessary paperwork, including field trip forms
- To encourage student attendance to class and events
- Be the consistent on-the-ground manager of the program; help program facilitators troubleshoot and problem solve when issues arise
- Help manage class disruptions; encourage student participation and presence in class
- Ensure space is booked for each class

A FEW DETAILS

THINGS TO KNOW ABOUT IN THE LEAD:

- Students get up to 3 credits for participating, you will be responsible for entering marks
- We have been operating for 7 years and have had over 500 young people successfully develop their leadership potential with us.



- We practice strength-based learning. Our curriculum takes participants through 7 core leadership competencies that are based on principles of resiliency.
- We have approximately 3 off site events throughout the semester that do require transportation support and some (lots of) student wrangling! The facilitator will arrange the transportation but need that on the ground support and to ensure adequate paperwork is complete.
- Classes are once a week, 90 minutes and do occur during regular class scheduling
- Role modeling active listening and a present mindset is key to helping us build trust and the same engagement from the students.

THINK THIS IS A GOOD OPPORTUNITY FOR YOU?

The ITL staff is ready to answer any questions and walk you through all the logistics!

Please contact Christina Read:

M: 403.803.6520

E: cread@cyjs.ca





School Liaison Support Details

Thank you for considering the role of being the In the Lead Program school liaison. We are very aware of how busy our partners are and we do our best to take as much of the weight off as possible. Having said that there are simply things we cannot do as an external program. Our promise to you is that you will experience your own growth and development personally and professionally by taking this on. Our ask of you is that you support us with the following aspects of program delivery:

PROGRAM COMPONENT	SOME TASKS INVOLVED
<p>STUDENT RECRUITMENT/NOMINATION PROCESS</p> <p>When: Early September and Early February</p> <p>Who: Nominations can come from any staff in the school and is an online, very brief form that is sent directly to us</p>	<ul style="list-style-type: none"> • Encouraging school staff to nominate students, educating them on nomination guidelines, forwarding nomination document link • Finalizing student cohort based on nomination letters, student readiness, student capacity, commitment and schedule • Sourcing documents on the In the Lead Portal – student paperwork, calendars, etc • Recruit CYJS Support/Training as needed • Gathering/Forwarding Paperwork – Application forms, field trip etc. • Connect us with school opportunities to participate in and create awareness about the program
<p>IN CLASS SUPPORT & MANAGEMENT</p> <p>When: Once per week, 90 minutes, during regular class hours</p>	<ul style="list-style-type: none"> • Classroom bookings • Audio/visual support set up – sound and projection capabilities • Gathering and tracking students; trouble shooting poor attendance • Managing disruptions/concerns in class • Being present during class and events • Follow-up with students requiring more support ex. with guidance or counsellor • Informing teachers and staff of students ITL commitments; trouble shooting conflict with missing regular classes
<p>EVENTS</p> <p>When: Approximately 3 times per semester the cohort has off-site events including volunteering, Meet Up and Wrap Up.</p>	<ul style="list-style-type: none"> • Ensure field trip forms are accurately filled out and returned • Reminders: Informing students between weekly classes to ensure participation and awareness of details • Discuss any off-site ground rules with students • Encourage students to attend ALL events • Work with facilitator to ensure transportation of students to events is above board • Participate and be present

ENGAGEMENT	Help set the tone of this Leadership Program: <ul style="list-style-type: none"> • Exercise & practice strength-based philosophy • Role model active listening, leaning in and being present in class and at events • Support the class dialogue by identifying growth and strengths in the YL's during class • Sharing your ideas, thoughts, opinions and stories
FEEDBACK	<ul style="list-style-type: none"> • Identifying specific school and student needs to help make this program a success within the school • Ongoing communication with CYJS coordinator and facilitators • Offer creative ideas to help build awareness within the school • Connect us and the students to events within the school that will help raise our profile



Have questions? Need some clarity? We are here to help ALWAYS!

For School Program Support connect with Christina Read:

M: 403.803.6520

E: cread@cyjs.ca

For Outreach Program Support connect with Katey Larson:

M: 587.893.2476

E: klarson@cyjs.ca

School Liaison Checklist for Day 1 of In the Lead

ITL Facilitator:

Contact Information:

Classroom:

Time:



	DAY 1	NOTES
	All students are aware of the importance of first class and are aware of its time & location	Having paperwork handed in is much less important than having committed students there for day 1.
	Teachers are aware that students will be missing class	Reminding the staff that this program is running is helpful for them and the students. They usually need a few reminders along the way as well.
	Room Booking	Ensuring classroom space is available and booked for the entire semester
	School admin/office staff is aware of our arrival & can direct us to the right place/person	Please inform us if sign in is required or any restricted parking
	A way to track down students who don't show <i>ie. knowing what class they will be in instead</i>	Anticipate that they will forget and/or possibly avoid. Knowing where they might be can expedite getting them all there.
	Any handed in & completed student paperwork	This always takes a few weeks to gather so no stress!
	Incomplete forms ready to distribute	Copies of application packages
	Field trip forms	These can be included in the application forms if arranged prior to semester. Otherwise provided and distributed the first couple weeks.
	Be prepared to participate!	We want you to contribute to the conversation, help facilitate it and share your story.
	Come with a curious mindset	Remember that this "class" isn't about what the facilitator and adults in the room know. It's about what the students know and think about and care about. It is a student led class.



TEACHER+STAFF

YOUNG LEADER NOMINATION GUIDELINES

WHO

WE ARE LOOKING FOR A YOUNG PERSON WHO:

- Shows the **POTENTIAL** to be a great leader however might not recognize or demonstrate it regularly.
- Has great **STRENGTHS** and struggles to recognize them.
- Can benefit from the opportunity to learn about their capabilities and be an **IMPORTANT CONTRIBUTOR** to their community.

WHAT

WHAT WE NEED FROM THIS YOUNG PERSON:

- **DEPENDABILITY** – Youth who have good attendance and follow through. Participants are required to attend a weekly class and 3 volunteer events.
- **ENGAGEMENT** – Participants are connected with a mentor and are encouraged to engage with them regularly. Active participation in class is also essential (an active listener is ok!)

WHY

THINGS TO KNOW ABOUT IN THE LEAD:

- Students get up to 3 credits for participating! (school-based program only)
- We have been operating for 7 years and have had over 500 young people successfully develop their leadership potential with us.
- We practice strength-based learning. Our curriculum takes participants through 7 core leadership competencies.

*FLIP PAGE OVER



WANT TO KNOW MORE?

- Ask your school/organizational liaison for more details
 - Go to www.strongnotwrong.com for more information about us!
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HAVE A GREAT YOUNG PERSON IN MIND FOR IN THE LEAD?

I think _____ would be great for In the Lead.

My Name is: _____ Date: _____

Our hope is that with this nomination you will also support and encourage their participation.

