PLANNING & MANAGEMENT
ACADEMICS & ENRICHMENT
STAFFING & PROFESSIONAL DEVELOPMENT
SITE CLIMATE
STUDENT RECRUITMENT & ATTENDANCE

summerlearningtoolkit.org

Evidence-based tools and guidance for delivering effective programs

G GUIDANCE FOR SAMPLE: **DALLAS SUMMER STAFF HANDBOOK**

This document provides guidance on how to use the Dallas Summer Staff Handbook sample available in the Summer Learning Toolkit. You can also access the sample in the Staffing and Professional Development section of the Toolkit.

What is the *DALLAS SUMMER STAFF HANDBOOK* sample and how can you use it?

Developed by the Dallas Independent School District, the Dallas Summer Staff Handbook is provided to staff as a comprehensive internal guide of summer learning policy and governance. The handbook includes a detailed description of each program and an overview of program policies, schedules, locations, professional development, and site-specific staffing structures and position responsibilities. The handbook also includes descriptions and responsibilities for central office administration and information regarding special education services, teacher selection processes, meal services, and program supplies.

Why are staff handbooks important?

A multi-program handbook is useful for a variety of central and site-based leaders, including nonprofit program leaders partnering with the district, who may be supporting one or more summer programs in a district. Without a central repository of information, it may be difficult for central office managers, principals, and teachers to know how to refer parents and students to the right programs and provide accurate information about program eligibility and schedules. Similarly, central support staff who are developing curricula, hiring plans, professional development, and coaching resources for various programs can benefit from understanding the differences and similarities across programs. The Dallas Summer Staff Handbook aligns with RAND's recommendations to develop clear roles and responsibilities for staff and offer comprehensive professional development prior to the start of the program.

Wallace

THE LEARNING AGENDA

Who can benefit from this resource?

- District central office managers
- School-based program leaders
- Nonprofit program leaders

Tips for developing an effective staff handbook

- When developing a multi-program guide, identify a lead point of contact for each program to ensure information included is accurate and timely.

- Use the handbook as reference material during staff training or professional development, distributing copies in advance and noting where information can be found in the handbook as it is covered in the training.

- Instruct program leaders to capture notes during staff training and throughout the summer to document additional content that should be added to the handbook for the next year. Then, convene a cross-program working group in the fall to identify changes that are needed based on the previous summer and plans for the upcoming summer.