
DPC Shanghai and Jiangsu Network

Job-a-Like Responsibilities



DP Job-A-Like Responsibilities

DP Job-a-Likes begin at 10.00 and end at 15.00.

Times for breaks and lunch are arranged by the facilitator as appropriate.

Job-a-Like Coordinator or Network Chair is responsible for:

- Setting up WriteBoards on BaseCamp and monitoring participation.
- Promoting and encouraging participation.
- Communicating with Facilitators, Host Schools, and DP Coordinators.
- Developing and distributing protocol documents and list of participants to Host Schools and Facilitators.
- Answering generic questions about hosting and facilitating, including agenda setting.

DP Coordinator for each school is responsible for:

- Enrolling participants on BaseCamp in a timely manner.
- Assisting teachers in regards to subject-specific questions or help with agenda, logistics, or transportation suggestions when the facilitating teacher is from his/her school.
- Organizing facilities, refreshments, and supplies when hosting a job-a-like at his/her school.
- Organizing transportation for his/her participants to and from the Job-a-Like when sending participants to a Job-a-Like at another school. Host schools are not responsible for arranging transportation.

Facilitating Teacher is responsible for:

- Drafting an agenda for the meeting. It may be in liaison with their DP coordinator or Job-a-Like Coordinator. It may also be in collaboration with participants.
- Sending final agenda to Network Chair and participants. Job-a-Likes run from 10.00 to 15.00, including time for lunch, breaks, and possibly a school tour.
- Answering participants with information regarding logistics and possible transportation suggestions.
- Facilitating the meeting and directing conversation.
- The Facilitating Teacher must be present for the entire Job-a-Like.
- Sending minutes to participants and the network chair after the meeting. Any participant may be responsible for taking minutes.

Host School is responsible for: (DP Coordinator, if different from Facilitating Teacher's school)

- Snacks, lunch, and refreshments for participants.
- Providing a separate room(s) for uninterrupted work and conversation.
- Technology and stationary resources as needed by facilitating teacher.

Supporting Documents: available from DP Coordinator or Network Chair

- Essential Agreements for Participants 2015
- Checklist for Host Schools & Facilitating Teachers 2015
- Setting a Job-a-Like Agenda 2015