YPI LEAD TEACHER TERMS OF REFERENCE

Roles & Responsibilities

Lead Teachers are key members of the YPI team. As YPI is a teacher-facilitated program, our Leads are our front-line representatives of the organization, and are critical to our success. The role of a YPI Lead Teacher is to make sure the project is successful at the school, by ensuring that the following program requirements are met:

- YPI will be taught in all classes of one mandatory course across one chosen grade/year level: 9 or 10. This is in order to be inclusive to all students.
- Your school's YPI Lead Teacher will be the main point of contact for YPI communications, and will provide updates on your school's YPI project upon request throughout the year.
- YPI will be delivered over the course of at least four weeks (in each class), using/adapting the lessons in the provided YPI curriculum guide.
- Charity site visits are a requirement of YPI. Your school will permit/support students to make off-campus site visits to their chosen charities.
- Charities are to be identified and selected by students, and must meet the YPI eligibility requirements: registered charity providing social services directly to people in your local community.
- A Final Presentations Assembly will be arranged to permit finalist teams from each class to give their presentation to an audience and a panel of judges. Minimum recommendation for audience: one entire grade level. Judging panel must have a majority of students.
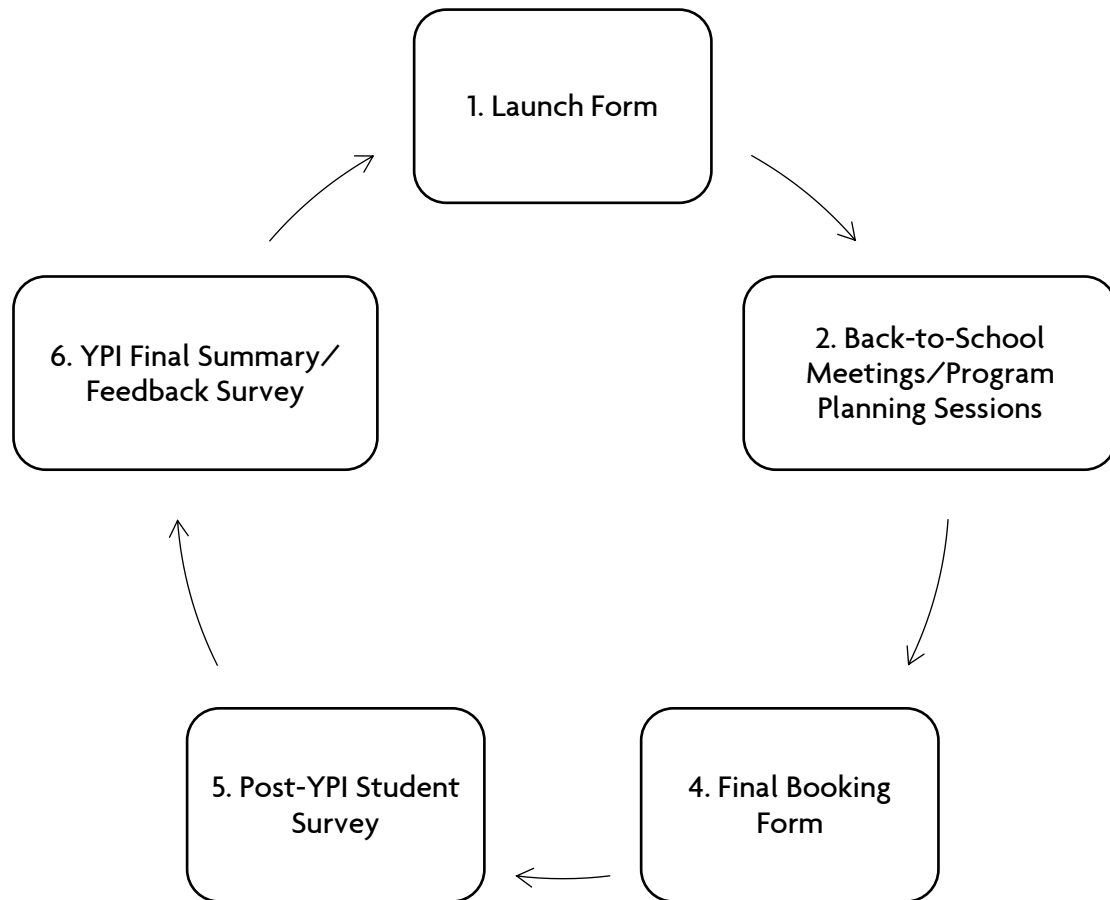
Each Lead Teacher is responsible for ensuring that all YPI teachers at their school are aware of these requirements. The Lead Teacher is accountable for the quality of programming at the school, and is YPI's main contact for that school.

YPI Administrative Cycle

The following is a cycle of key milestones throughout the school year that the Lead Teacher can expect. In addition to these points, Lead Teachers can expect some email and phone communication from their contact at YPI, and should reach out at any time for support during program implementation.

Pre-Participation: Application to participate (collected year-round)
- Each school is required to submit a full application through our website once. In subsequent years, program requirements for the following year are agreed upon through the Final Summary Form at the end of the year.

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                    │  1. Launch Form  │
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   │ 6. YPI Final Summary/  │      │ 2. Back-to-School         │
   │    Feedback Survey     │      │    Meetings/Program       │
   │                        │      │    Planning Sessions      │
   └───────────────────────┘      └───────────────────────────┘
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   │ 5. Post-YPI Student   │      │ 4. Final Booking          │
   │    Survey             │      │    Form                   │
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1. Launch Form (beginning of the school year)
   - Data provided in this form helps YPI understand how each school will be running the program in a given year, and allows us to provide timely support to all classroom teachers.
2. Back-to-School Meetings/Program Planning Sessions (in advance of program implementation)
   - Offered to support all new schools, and schools with a new Lead teacher, and others who are looking for support. YPI staff can call in or visit in person when possible to meet with the Lead Teacher, and often the full implementation team to review program requirements, resources, curricular links, and to create a plan for the year.
3. Final Booking Form (due in late Fall)
   - This form asks for preferred dates and key details of each school's YPI Final.
4. Post-YPI Student Surveys (collected after classroom presentations throughout the year)
   - Measures cognitive, social, and emotional outcomes of the program for students, and collects their feedback and stories on the experience they had with YPI.
5. YPI Final Summary/Feedback Survey (collected after the Final)
   - This form gathers important information about your Final, including the winner of the YPI grant. It also contains feedback questions on the program generally and the Participating School Agreement for the following year.