

Key Point Person Description

Position Title:	Key Point Person (KPP)
Location:	Roots of Empathy Community
Working directly with:	Provincial Manager, Schools (i.e. principals and classroom teachers), Mentors and Instructors

Brief Summary

The Roots of Empathy Key Point Person is the local coordinator of the Roots of Empathy program, and is the key contact person who works directly with the Roots of Empathy Provincial Manager.

Key Responsibilities

The KPP works with community partners and the Provincial Manager to coordinate programs throughout the year. Duties tend to be seasonal and are described below:

Annual Program Start Up Preparation and Implementation:

The KPP:

- Makes information about Roots of Empathy available to interested school board staff, principals and teachers.
- Communicates with community partners and school boards to identify potential schools for each new school year.
- Communicates program projection figures each year to the Provincial Manager.
- Orders & distributes program start up materials to Instructors.
- Assists the principals/schools in finding families if necessary.
- Based on information from Instructor Application Forms and school requests, finalizes Instructor-classroom pairings.
- Completes Program Location Form (PLF) and e-mails it to the Provincial Manager.
- Completes the Dropped Program/Change of Information Form when program information changes after the PLF has been submitted. Provincial Mentors may also update this information.
- Sends the link for Instructors to fill out their Classroom Information Form (CIF) on line. Mentors follow up with Instructor completion of CIF.
- Notifies Provincial Manager if an Instructor is requesting to return to deliver the Roots of Empathy program after a leave of absence.



Training

If the community hosts a Roots of Empathy Instructor Training, the KPP:

- Consults with the Provincial Manager, to determine how many training spots are available and how much funding there is for instructional materials.
- Recruits Instructors to fill training spots through community outreach.
- Distributes Instructor Application forms to potential Instructors and forwards completed forms, with recommendations, to the Provincial Manager.
- Secures training locations and coordinates logistics of training, including dates and number of participants, with Provincial Manager in consultation with Trainer.
- Where a number of KPPs are involved (multiple communities at one training), the Host KPP coordinates the logistics and works with the Provincial Manager to ensure that all communities are informed.
- Host KPP organizes and discusses with the Provincial Manager, in consultation with the Trainer, pre-training preparations for Roots of Empathy Trainings –3 days initial training and 1 day Mid-Year training for new Instructors including:
 - sets training dates
 - secures venues
 - orders lunches and refreshments
 - manages ordered Instructional materials
 - recruits a local family for Family Visit demonstrations
 - attends trainings where possible
- KPPs, who are sending Instructors to training, inform the Provincial Manager a month before the training of the need to order Instructional Materials.
- KPPs send Instructors the training invitation letters if requested by the Provincial Manager.
- KPPs inform the Provincial Manager of Roots of Empathy Curriculum and Learning Material Kits needed for new Instructors. This information can then be included in the Training Confirmation Form to be submitted by the Provincial Manager to International Office one month before a training date. These materials are then distributed during the 3 Day Instructor Training.
- The Host KPP sends back the training suitcase to International office once 3 Day Training has been completed.

Program Maintenance

The KPP administers and supports the Roots of Empathy program throughout the school year. The KPP:

- Maintains regular contact with Instructors, Mentors, Community Partners/School Boards and Provincial Manager.
- Distributes Roots of Empathy communications to appropriate audiences.



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- In consultation with the Mentors, organizes Professional Development Workshops for Certified Roots of Empathy Instructors if applicable.
- Informs Provincial Manager of major concerns and issues as they arise.
- Works with International Office, Communications Department, to promote public awareness of the Roots of Empathy program at community events and when dealing with electronic or print media. Submits press releases for review and forwards all media coverage to International Office.
- Co-presents information sessions to community, school boards and teachers and principals, with Mentor/Provincial Manager (optional).

Year End

The KPP:

- Plans and hosts Baby Celebration event. The purpose of a Baby Celebration is to thank funders, Roots of Empathy families, principals and classroom teachers and community partners as well as to raise awareness for the program, which may lead to future fund-development opportunities.
- Reminds all Roots of Empathy Instructors to distribute, collect, and send (personally, via the school secretary or on-line) student and classroom teacher feedback forms to International Office.
- Collects Roots of Empathy materials from non-returning Instructors.
- Checks materials against Instructor Learning Materials List on the KPP webpage to ensure inventory is complete in order to recycle Learning Materials for incoming new Instructors.
- Begins planning annual start-up for the new Roots of Empathy school year.

