

Contract Technical Assistance Coach - Oklahoma 21st CCLC Technical Assistance Coaching and Support Services (TACSS) Initiative

The David P. Weikart Center for Youth Program Quality
A Division of the Forum for Youth Investment

TITLE: Contract Technical Assistance Coach

SUPERVISOR: Senior Manager, National Advancement Initiatives, Angelina Garner

PURPOSE:

The David P. Weikart Center for Youth Program Quality, a division of the Forum for Youth Investment, is currently looking for a Contract Technical Assistance Coach to provide training, technical assistance and improvement planning services to Oklahoma's 21st Century Community Learning Center (CCLC) grantees and site supervisors during the 2012-2013 program year. In this key role you will have the opportunity to leverage your superior knowledge of positive youth development practices, afterschool program models, and experience providing data –driven planning services in the education or human services fields to support continuous improvement efforts in Out-of-School Time (OST) settings. The contract Coach will develop close, collaborative working relationships with 21st CCLC grantee directors, site supervisors and direct service staff in order to support aligned development and execution of multi-year program quality improvement initiatives.

Organization

The Weikart Center is a fast-paced non-profit that pursues an ambitious and strategic agenda of research, development and demonstration. Our core mission is to empower education and human service leaders to advance child and youth development. For more information visit www.cypq.org.

The Weikart Center is a division of the Forum for Youth Investment, a Washington D.C.-based nonprofit, nonpartisan "action tank" dedicated to helping communities and the Nation make sure all young people are Ready by 21®: ready for college, work and life. Informed by rigorous research and practical experience, the Forum forges innovative ideas, strategies and partnerships to strengthen solutions for young people and those who care about them. A trusted resource for policy makers, advocates, researchers and program professionals, the Forum provides youth and adult leaders with the information, connections and tools they need to create greater opportunities and outcomes for young people.

The Forum is rapidly growing, with an annual budget of approximately \$7 million and more than 40 staff. The Forum is funded largely by foundations and corporations with a growing fee-for-service contract base. For more information, please visit: <http://www.forumforyouthinvestment.org/>.

Position

- A. Support development and implementation of multi-year quality improvement plans for a cohort of 21st Century Community Learning Center grantees. Essential tasks include:
 - Supporting growth in leadership capacity for teams of 21st CCLC grantee directors, site managers and local

evaluators through trust-based relationships, demonstrated content expertise and productive facilitation skills.

- Developing strong working relationships with leadership teams to surface organizational strengths and weaknesses, develop performance and improvement goals and scaffold behaviors necessary for successful action.
 - Collecting, compiling, and interpreting organizational performance data to identify program improvement and professional development priorities. The performance data will include but is not limited to the *Youth PQA (Program Quality Assessment)*, *School-Age PQA (Program Quality Assessment)* and *PPICS data sources*.
 - Co-developing improvement goals and co-writing a multi-year quality improvement plan aligned with state accountability requirements and local improvement goals.
 - Delivering and/or coordinating deployment of training and technical assistance services to support enactment of quality improvement plan.
 - Monitoring and reporting on performance changes.
- B.** Develop just-in-time training, technical assistance and quality advising protocols for 21st CCLC grantees that can be delivered through a variety of channels, including on-site visits, live trainings, webinars, and telephone/email consultations.
- C.** Manage communications and coordinate activities to maximize the impact of the consulting relationship, customize quality improvement plans for the local environment, and assure the fit of training and technical assistance services for the 21st CCLC client base.
- D.** Serve as a program management and positive youth development content expert; be familiar with and model best practices ranging from strength-based program improvement planning and 21st CCLC compliance protocols to the Weikart Center and High/Scope participatory learning methods.

Qualifications

EDUCATIONAL/SKILLS REQUIREMENTS:

Experience as a teacher, youth worker or OST program manager as well as a Bachelor's degree in a relevant discipline such as Education, Youth Development or Public Administration are required. In addition, the successful candidate should:

- Possess working knowledge of child, adolescent and adult development theory and experience programming for diverse populations and learning styles.
- Have a strong track record of delivering training and technical assistance, including data-driven planning content, to teachers, youth workers, OST program managers and/or related human service audiences.
- Have experience supporting organizational and program improvement efforts in school-day or OST settings
- Have experience collecting quantitative and/or qualitative data.
- Be familiar with and/or have experience implementing one or more OST management competencies.
- Be familiar with a variety of technologies, including the advanced features of Outlook, Excel, Word, and PowerPoint, as well as marketing and communication products such as Constant Contact, GoToMeeting and social networking applications.
- Exhibit excellent verbal and written communications skills.

Experience with the Weikart Center and High/Scope participatory learning approach and observational research tools, including the Youth Program Quality Assessment, is strongly preferred. Experience administering 21st CCLC grants, including developing and managing budgets and programs, is also desirable.

Working Environment

Flexibility is required to adapt to the dynamic work environment of a small but growing non-profit "think tank" that has national clients and exposure. The climate is informal but mission-driven. Excellence is valued in every position. This is a part time position requiring availability of 16 hours a week.

Position & Compensation

Salaries at the Forum are competitive with comparable non-profit organizations in the region and will be based upon experience and expertise. Salary range, duties and responsibilities of this position meets the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position.

To Apply

Send a cover letter and curriculum vitae to: Angelina Garner, The David P. Weikart Center for Youth Program Quality, 124 Pearl St., Suite 601, Ypsilanti, MI 48197. Application materials may also be emailed to Ms. Garner at angelina@cypq.org.

Deadline for applications is Monday, August 20, 2012.