



Out-of-School Time Specialist

21st Century Community Learning Centers

Organization: Idaho State Department of Education (SDE)

Department: Student Engagement / Career & Technical Readiness

Program: 21st Century Community Learning Centers (21st CCLC)

Contract Type: Private Entity VSA – Federal Funds

Job Summary: Under the direction of the 21st CCLC State Coordinator and Program Specialist, the Out-of-School Time (OST) Specialist will provide support, technical assistance, monitoring, coaching, and consultation to 21st CCLC grantees throughout Idaho.

The OST Specialist will participate in and support various 21st CCLC initiatives related to professional learning and development, statewide technical assistance efforts, federal and state requirements, and program quality development.

Essential Job Functions:

- Conduct 21st CCLC grantee site monitoring visits, which include a program desk audit, site observation, and determine level of technical assistance for quality improvement.
- Educate and support 21st CCLC grantees in the use of the *Continuous Improvement Checklist* and other 21st CCLC tools.
- Meet with 21st CCLC grantees to create a quality action plan and set program goals.
- Provide ongoing consultation, training, coaching, and technical assistance to identified 21st CCLC grantees by the SDE.
- Demonstrate an understanding of afterschool program effective practices.
- Travel to and consult with 21st CCLC grantees.
- Work closely with 21st CCLC State Coordinator and Program Specialist to provide ongoing support to 21st CCLC grantees and initiatives.

General Duties:

- Serve as the monitor and technical assistance provider for 21st CCLC grantees.
- Understand and utilize data to inform program support, report program and statewide outcomes, and to inform internal program and other evaluations.
- Become a state expert and resource for effective practices in afterschool.
- Maintain all appropriate budgetary documentation regarding travel, work, and invoices.

Qualifications:

- Bachelor's Degree in Education, Youth Recreation, Child Development or related field from an accredited college or university is preferred.
- A minimum of 5 years' experience working with afterschool programs or 2 years' experience working with 21st CCLC is preferred.
- Experience monitoring, coaching, or consulting to improve program quality.
- Experience facilitating and creating workshops and presentations.
- Available to travel to 21st CCLC site locations (within assigned region).
- Maintain a valid Idaho Driver's License and motor vehicle insurance.
- Maintain Commercial General Liability (CGL) Insurance of \$1,000,000 annual aggregate.
- Pass a background check.

Area of Priority

- SDE is currently seeking OST Specialists in Educational Regions 1 & 2 (Northern Idaho), Educational Region 3 (South Idaho), and Educational Regions 4, 5, & 6 (Central / Eastern Idaho).

Terms of Payment:

- Part-time, anticipated 300-500 hours.
- \$45 - \$60 per hour (DOE) plus travel costs.
- This contracted position does not provide benefits.

Application Process:

- Please send cover letter and resume to afletcher@sde.idaho.gov by **July 16, 2018**.