

The David P. Weikart Center for Youth Program Quality

A joint venture between the Forum for Youth Investment and the High/Scope Educational Research Foundation

The Cady-Lee House
7064 Eastern Avenue, NW
Washington, DC 20012
Phone: 202.207.3333
Fax: 202.207.3329
www.forumfyi.org

POSITION DESCRIPTION

TITLE Program Manager – 21st CCLC Projects
SUPERVISOR Director, David P. Weikart Center for Youth Program Quality

PURPOSE Help the Center design, deploy and manage research-based quality improvement systems (QIS) for large out-of-school-time (OST) networks. The ideal candidate will possess superior knowledge of positive youth development practices and content delivery models; be an experienced project manager and trainer; be familiar with 21st Century Community Learning Center (CCLC) and other OST funding streams; and have experience working with or in state-level educational agencies. Approximately 80% of the Program Manager's time will be dedicated to supporting implementation of the "Technical Assistance and Coaching Support Services" project funded by the Michigan Department of Education; the remaining 20% time will be dedicated to supporting training and technical assistance projects for the Center's other 21st CCLC clients.

CONTEXT The Center is a fast-paced non-profit that pursues an ambitious and strategic agenda of research, development and demonstration. The successful Program Manager must be able to coordinate a large scale training and technical assistance system in Michigan's 21st CCLC network; develop and deliver training and technical assistance content; supervise and coordinate the activities of a team of field consultants; and provide superior service to clients ranging from state-level education authorities to OST site supervisors.

The Center for Youth Program Quality is a joint venture between the Forum for Youth Investment and High/Scope Educational Research Foundation. Its core mission is to position *point of service quality* as a powerful public idea that drives the out-of-school time field toward higher levels of understanding, expectation and action about the quality of experiences available to children and youth. The Center's work is designed to complement the Forum's broader efforts to manage a strategic communications, technical assistance and outreach agenda linked to its Ready by 21TM Initiative.

PRIMARY DUTIES

- A. Help localize and deliver all aspects of the Center's quality improvement training and technical assistance model for statewide 21st CCLC networks. Essential tasks include providing project design and coordination; developing and supporting implementation of multi-year quality improvement plans for 21st CCLC grantees and programs; supervising Youth PQA data collection, analysis and reporting; providing data interpretation and related consultative services to grantees and programs; and serving as a key liaison between grantees, regional CYPO staff, contractual partners, and state officials.

- B. Collaborate with other members of the Center's field services team to 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. Work with Center staff and third-party experts to develop and maintain a web-based distance learning system.
- D. Manage communications and coordinate project activities with key staff at the Michigan Department of Education. The Program Manager is expected to work closely with the project sponsors to develop strategic and tactical project plans and to keep them abreast of all field activities, training programs and development initiatives.
- E. Manage a team of 3-4 regional 21st CCLC program associates, contracted field consultants and two half time program assistants.
- F. Represent the Center within the national 21st CCLC network and serve as a thought leader on quality improvement matters for state-level agencies that oversee 21st CCLC grants. The Program Manager is expected to participate in key 21st CCLC clients' annual orientation and kick-off meetings as well as regional training events.
- G. Work with the project team to manage and maintain project activity logs and budgets to ensure that all work is delivered effectively and efficiently and that all program files, records and computer data are complete and secure.
- H. Other duties as assigned.

PERFORMANCE/CHARACTER REQUIREMENTS

The successful applicant will be a highly motivated, organized, and client-focused person with substantial experience providing management consulting and/or organizational development services in the human services or education fields. The ideal candidate will have experience with out-of-school time programming and state educational agencies; be familiar with data-driven planning processes; possess experience with a variety of business and educational technologies; and be an effective project manager, team leader, trainer and communicator. Initiative, intellectual curiosity, creativity, reliability, flexibility, discretion, thoroughness, accuracy and a commitment to the Center's mission are critical. In- and out-of-state travel is approximately 40% time (30% in-state; 10% out-of-state).

SKILLS/EDUCATIONAL BACKGROUND REQUIRED

Substantial experience with a state educational agency or as a management consultant or program manager as well as a Bachelor's degree in a relevant discipline are required. In addition, the successful candidate should:

- Have a strong track record of delivering scalable training and technical assistance models for managers and front line staff in education and/or humans services fields.
- Possess working knowledge of child, adolescent and adult development theory, and experience programming for diverse populations and learning styles.
- Have experience leading organizational and program improvement efforts in school-day or OST settings

- Have experience collecting quantitative and/or qualitative data.
- Have extensive project and staff management experience.
- 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 administering 21st CCLC grants, including developing and managing budgets and programs is strongly preferred. A Master's Degree in Education, Youth Development, Public Administration or a related field, as well as experience with the High/Scope participatory learning approach and observational research tools, including the Youth Program Quality Assessment, are also highly desirable.

WORKING ENVIRONMENT/EQUIPMENT

Flexibility is required to adapt to the dynamic work environment of a small non-profit research and consulting organization that has national clients and exposure. The climate is informal but mission-driven. Excellence is valued in every position.

POSITION

The 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 with salary requirements, curriculum vitae, and at least one writing sample to: Tom Devaney, The David P. Weikart Center for Youth Program Quality, 124 Pearl St., Suite 601, Ypsilanti, MI 48197. Application materials may also be emailed to Mr. Devaney at tom@cypq.org.