

Out-of-School Time Enrichment Coach Position

Out-of-School Time Initiative

SPPG

State Public Policy Group (SPPG), in partnership with United Way of Central Iowa (UWCI), seeks an independent contractor to provide enrichment coach services to support the integration of intentional learning enrichment activities into out-of-school time (before and after school and summer) programs in Central Iowa that support students' academic achievement in school. This position will shadow a current enrichment coach for the first three months with the intention of taking over the sites overseen by the current enrichment coach. A Lead Coach will be available to provide guidance and mentoring as part of a team. Enrichment coaches provide on-site technical assistance and training in literacy and STEAM enrichment and provide programs with ongoing site observations and feedback to assist them in strengthening their out-of-school time programming in alignment with United Way of Central Iowa strategic priorities. This is not a school-based position. Contractor will be working with afterschool and summer program staff to incorporate more intentional learning activities into existing enrichment programming.

Over the course of the job, you may be expected to do the following:

- Provide ongoing on- and off-site technical assistance to out-of-school time programs in the Des Moines metro area. Currently, participating programs are located within the Des Moines and Southeast Polk school districts, but the goal is to expand services to the three-county service area of Dallas, Polk, and Warren Counties
- Assist sites in implementing high-quality, engaging and/or hands-on enrichment programming through on-site coaching, demonstration lessons, and by providing concrete feedback following each site consultation. This could entail varying levels of intensity based on the unique needs and goals of each site. Program staff will not necessarily have post-secondary training or education.
- Develop and/or identify curricula and/or activities, as needed, and support programs and sites to implement the curriculum or activity.
- Provide training to program staff and administrators in all components of enrichment, literacy and STEAM, project-based learning (PBL) and reading assessment.
- Serve as an advocate for shifting the culture of afterschool from custodial care to an environment of intentional academic, social, and emotional skill development through enrichment.
- Facilitate school and community relationships to strengthen student supports.
- Create a continual sySTEM of quality improvement feedback with intermediary organization staff (SPPG) and afterschool site staff and site coordinators (e.g. scheduled conference calls, email communications, memos, etc.).
- Provide monthly reports to SPPG and UWCI regarding all activities undertaken and planned with assigned program sites.
- Attend and help facilitate quarterly OST Initiative meetings with all sites and coaches, SPPG and UWCI staff, and interested stakeholders.
- Attend regular meetings with SPPG and United Way of Central Iowa.

Qualifications

- At least three years successful PK-12 teaching or youth program development experience. Current teaching licensure preferred, but not required. Endorsement in reading preferred, but not required.
- Ability to pass a comprehensive background check.
- Ability to train site staff on literacy and STEAM enrichment and assessment procedures.
- A car and ability to travel within the Des Moines metro area to out-of-school time sites.
- A cell phone for communication with sites.
- Must be resilient and positive, and have excellent relational skills, administrative skills, and written and oral communication skills, especially the ability to translate complex concepts into understandable instructions for non-licensed staff. Contractor will be working directly with staff who have varying levels of post-secondary education and training. Contractor must be willing and able to meet program staff “where they are” and be resilient when working with difficult individuals. A rubric has been developed to help identify staff competency and support needed.
- Ability to identify enrichment needs to best support a high-quality learning environment for all youth.
- Knowledge regarding out-of-school time programming, its unique role in child and youth development, and its relationship to school academics.
- Proficiency in Microsoft Word or other word processing software; must be able to communicate through email.
- Ability to take initiative, think creatively, and work collaboratively.
- Demonstrate cultural understanding and explain how all communications, work products, and support to programs will demonstrate this.
- No conflict of interest regarding enrichment programming sold, coordinated, or operated by the applicant.

Timeframe

- This position is estimated at 40 hours per week.
- The successful candidate should be able to begin serving sites by August 1, 2017.
- The enrichment coach will be hired as an independent contractor of SPPG.
- The enrichment coach is expected to be available for **on-site** support and technical assistance, as needed, during the general afterschool hours of 2:00-3:00PM to 6:00PM (depending on school and day of week), and 8:00AM to 6:00 PM during summers, generally from early June to late August (or May through July for year-round calendars).

Inquiries/Further Information

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