

REGION 11 - COACHING SITE VISIT PROJECT

Peer Reviewer Position Description

OVERVIEW

As a key part of our comprehensive effort to systematically build the capacity of expanded learning programs to achieve high levels of quality and sustainability, we are pleased to announce the *Coaching Site Visit Project – Peer Reviewer Volunteer Position*.

Grant Managers, Program Directors and Site Coordinators who participate as Peer Reviewers will work closely with the Expanded Learning Technical Assistance Unit as a volunteer team member to facilitate standardized Coaching Site Visits (CSV). Additionally, the Peer Reviewer will provide on-site coaching to staff and will contribute to the improvements of expanded learning programs over the course of the year.

Peer Reviewers receive training on coaching visit policies and procedures and the use of the electronic coaching site visit form, as well as the opportunity to shadow experienced site reviewers.

Upon becoming part of the Coaching Site Visit Project, Peer Reviewers will be positioned to advance in the Region 11 pathways of leadership infrastructure and will be recognized at the regional level.

PEER REVIEWER COMPENSATION

Peer Reviewers will receive \$400 for each conducted visit, which includes the completion of the CSV form, and follow-up communication. 5 visit maximum per Reviewer.

QUALIFICATIONS

Peer Reviewers will be expected to:

- Have at least three years of experience working at the program leadership level as a Grant Manager or Program Director, or at least five years of experience working as a Site Coordinator.
- Have an understanding of the Quality Self-Assessment Tool (E/M), Quality Self-Assessment Rubric (H), Program Plan, Federal Program Monitoring, collaboration with the instructional day, and thorough understanding of the Continuous Quality Improvement (CQI) Process.
- Have a clear understanding of grant Outcome Measures and Certified Assurances specific to the level of coaching visits to be performed (elementary/middle ASES/21st CCLC; HS ASSETs)
- Be committed to assisting expanded learning programs and their staff to reach the next level of quality and sustainability.

ROLES AND RESPONSIBILITIES

Peer Reviewers will be expected to:

- Actively participate in a scheduled program orientation and training.
- Follow established Coaching Site Visit Project policies and procedures and timelines.
- Establish a positive working relationship with staff at assigned sites through a variety of approaches (face-to-face on-site visits, email, and/or telephone communication).
- Work closely with the CSV project administrator and respective site staff when scheduling and implementing the coaching visit; provide real-time coaching during the scheduled Coaching Site Visit.
- Complete respective electronic Coaching Site Visit Forms within five (5) business days of the visit taking place.

APPLICATION PROCESS

- The application form can be accessed on ASPIRE at: <http://aspire.lacoe.edu/> (under Resources→LA County Forms→Peer Reviewer Application)
- The application must be fully completed and will be reviewed as they are received.
 - Completed applications can be scanned and emailed to Emily Tay at tay_emily@lacoe.edu OR faxed to (562) 922-6687- attention: Emily Tay (Please notify Emily Tay after faxing: (562) 401-5766).
- **All applications must be signed by the immediate supervisor AND Grant Manager of the District or Executive Director of the organization.**
- Once an application is received, the applicant will be contacted to schedule an interview.
- The application process will be ongoing throughout the year.



**Los Angeles County
Office of Education**

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**REGION 11 - COACHING SITE VISIT PROJECT
Peer Reviewer Application**

c) Describe your experience as a program supervisor and building staff capacity

d) Describe the qualities that you believe demonstrate your potential to succeed as a Peer Reviewer.

4. COMMITMENT

By signing below, 1) I acknowledge that I have read the Peer Reviewer Description and agree to its terms; and 2) commit to completing the electronic Coaching Site Visit Forms within five (5) business days of the visit taking place.

 X _____ (Date)

5. PROFESSIONAL REFERENCES

REFERENCE 1 NAME: (LAST, FIRST, MIDDLE INITIAL)	POSITION
DISTRICT / ORGANIZATION	
OFFICE TELEPHONE NUMBER	EMAIL ADDRESS
REFERENCE 2 NAME: (LAST, FIRST, MIDDLE INITIAL)	POSITION
DISTRICT / ORGANIZATION	
OFFICE TELEPHONE NUMBER	EMAIL ADDRESS