

REGION 11
EXPANDED LEARNING TECHNICAL ASSISTANCE UNIT – COACHING SITE VISITS

Peer Reviewer – Position Description and Application Process

OVERVIEW

As a key part of our comprehensive effort to systematically build the capacity of after school programs to achieve high levels of quality and sustainability, we are pleased to announce the *Technical Assistance Coaching Site Visit Project – Peer Reviewer* 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 Technical Assistance Coaching Site Visits (TASV). Additionally, The Peer Reviewer will provide on-site coaching to staff and will contribute to the improvement of after school programs over the course of the year.

Peer Reviewers receive training on site review policies and procedures and completion of electronic site review forms, as well as the opportunity to shadow experienced site reviewers.

Upon becoming part of the Technical Assistance 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 STIPEND

Peer Reviewers will receive a stipend of \$250 to purchase consumable program materials for each site review completed.

QUALIFICATIONS

Peer Reviewers will be expected to:

- Have at least three years experience working at the program leadership level as a Grants Manager or Program Director, or at least five years of experience working as a Site Coordinator.
- Have a clear understanding of grant Outcome Measures and Certified Assurances specific to the level of site reviews to be performed (elementary/middle ASES/21st CCLC; high school ASSETs/21st CCLC).
- Have an understanding of the Quality Standards for Expanded Learning Programs in California, Quality Self-Assessment Tool (E/M), Quality Self-Assessment Rubric (H), Program Plan, Federal Program Monitoring and collaboration with the instructional day.
- Be committed to assisting after school 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 Technical Assistance Coaching Site Visit Program policies, procedures and timelines.
- Establish a positive working relationship with staff at assigned sites through a variety of approaches (face-to-face, on-site reviews, email, and/or telephone communication).
- Work closely with Program leadership and respective site coordinator when scheduling and implementing the site visit; provide real-time coaching during the scheduled Technical Assistance Coaching Site Review.
- Commit to completing three to five assigned site visits between September and March.
- Complete respective electronic Technical Assistance Coaching Site Visit Forms.

APPLICATION PROCESS

- The application form can be accessed on ASPIRE at <http://aspire.lacoe.edu> go to Resources/LA County Forms
- Applications must be completed using the fill-able PDF and will be reviewed as they are received.
 - ◆ Completed applications can be saved or scanned and emailed to:
Michelle Perrenoud at perrenoud_michelle@lacoe.edu
OR faxed to Lily Madrigal at (562) 922-6687.
- ***All applications must be signed by the immediate supervisor AND the Grant Manager of the District or Executive Director of the organization.***
- Qualified candidates will be interviewed on an ongoing basis.
- Once an application is received, the applicant will be contacted to schedule an interview.
- The application process will be ongoing.