

Afterschool Regional Educator Consulting Position(s)

Education and Experience

1. Individual must be an active participant in Missouri's Registry System (formerly known as the Professional Achievement & Recognition System or Missouri's Trainer Registry), including documentation of all formal education.
2. Missouri's Registry System documentation must document/verify
 - a. at least a Level 4b on Missouri's Education Matrix (Bachelor's degree with at least 15 approved school-age college credits), OR
 - b. at least two years experience working with children/youth in an afterschool program or administering/providing technical assistance to afterschool programs.

Technical Skills and Access to Technology

1. Excellent oral and written communication skills, competent interpersonal skills, strong organizational skills, and keen attention to detail. Must be able to multi-task efficiently.
2. Technology Skills: Strong computer skills including Internet, email, word processing, and data management (e.g., Excel).
3. Individual must have an active email account and maintain adequate technology such as internet access, Adobe Reader, and a printer with the ability to print out documents.

Physical Requirements

1. Individual must have a physical and TB test on file.
2. Individual must have the necessary physical requirements to complete on-site visits and required documentation. (e.g. must be able to stand for long periods of time or sit on the floor, to walk long distances and maneuver steps with ease, and to remove and put on shoes without assistance.)

Travel

1. Individual must be willing to travel to training and/or site visits locally and/or regionally, with some overnight travel required as necessary and as approved by MASN.
 - a. Grantee/Program Visits must take place at the program's office and Site Visits must take place at the site that services are provided to children and youth. Please fully read the expectations in the Technical Assistance Services section when estimating the amount of travel required for programs you may provide consulting services to.
2. Individual must maintain reliable transportation, including adequate insurance on vehicle.

Professionalism

1. Individual must sign MASN's statements related to
 - a. Confidentiality
 - b. Conflict of Interest
 - c. Reporting Guidelines Related to Licensing and Child Abuse and Neglect
2. Individual must be approved by the Family Care Safety Registry. (*More information can be found at <http://www.dhss.mo.gov/FCSR/HowtoRegister.html>*)

Training/Preparation

1. Individual must attend required meetings with DESE (dates TBD). Topics covered will include:
 - a. Orientation to the grantee binder

- b. Discussion of the Performance Monitoring Tool
 - c. Other topics as determined by DESE staff
- 2. Individual must attend an ARE Orientation (date TBD). Topics covered during this event will include:
 - a. FY 12 Technical Assistance Plan
 - b. Child Abuse and Neglect
 - c. Health and Safety
 - d. Kids Care Center
- 3. Individual must attend monthly teleconferences/webinars/conference calls. These sessions provide an opportunity for AREs to discuss issues and receive additional training.
 - a. Monthly teleconferences/webinars/conference calls are scheduled for the second Thursday of the month from 9-11 a.m.

Technical Assistance Services

1. Definitions

- a. Grantee/Program Visit – This visit is specific to the program administration and includes meeting with the Program Administrator/Program Director and the completion of the Grantee/Program Visit checklist and action plan. The location of this visit may or may not be at the actual site that services are provided (e.g., central office).
- b. Site Visit – This visit is specific to the individual site where children are present. The site visit may or may not include the Program Administrator/Program Director (TBD by the program), but must include the actual Site Director/Facilitator assigned specifically to that site. The Site Visit Checklist must be completed at each visit.
- c. Consultation – A consultation may include any two-way program specific communication (e.g., conversation at an event, e-mail, phone call) specifically focused on a specific grantee/program or site. Consultations must be documented using the Grantee/Program Visit Summary or Site Visit Checklist.

2. Visits

A minimum number of site visits is set depending on the Year in the grant cycle for each grantee/program. Individuals may conduct additional site visits up to the maximum for the Year in the grant cycle and/or request permission to add additional visits beyond the maximum. A schedule with deadlines for the completion of the various visits is attached as Appendix A. All visits must be documented in the online system.

- a. Year 1 (Cohort 6) – Year one grantees shall receive at least five total visits with at least two Grantee/Program Visits and at least two Site Visits. AREs may use their discretion on whether the fifth visit is a Grantee/Program Visit or Site Visit based on the needs of the grantee/program or site.
- b. Year 2 – Year two grantees shall receive at least five total visits with at least two Grantee/Program Visits and at least two Site Visits. AREs may use their discretion on whether the fifth visit is a Grantee/Program Visit or Site Visit based on the needs of the grantee/program or site.
- c. Year 3 (Cohort 5) – Year three grantees shall receive at least four total visits with at least one Grantee/Program Visits and at least two Site Visits. AREs may use their discretion on whether the fourth visit is a Grantee/Program Visit or Site Visit based on the needs of the grantee/program or site.
- d. Year 4 & 5 (Cohort 4 and SAC Cohort 6 that were previous grantees) – Year four and grantees shall receive at least three total visits with at least one Grantee/Program Visit

and at least one Site Visit. AREs may use their discretion on whether the third visit is a Grantee/Program Visit or Site Visit based on the needs of the grantee/program or site.

3. Consultations

AREs shall contact each grantee/program or site during the months that they do not receive a Program/Grantee Visit or Site Visit. The ARE may determine whether a grantee/program or site level consultation is needed for the particular grantee/program or site. Consultations must be documented in the online system.

4. Supporting programs in completing the Missouri Afterschool Program Standards

AREs are responsible for assisting their assigned programs with the completion of the Missouri Afterschool Program Standards. A schedule with deadlines for the completion of the MAPS self-assessment is attached as Appendix A.

- a. Year 1 – Year one grantees shall receive an orientation at the site level to the program standards and self-assessment process by the due date listed in Appendix A.
- b. Year 2 – Year two grantees shall complete the MAPS self-assessment process by the due date listed in Appendix A.
- c. Year 3 & 5 – Year three grantees shall complete the MAPS self-assessment process. The Year 3 & 5 processes shall include a scoring of the MAPS self-assessment by the ARE by the due date listed in Appendix A.
- d. Year 4 – Year four grantees shall complete the MAPS self-assessment process by the due date listed in Appendix A.

Training Coordination

The Missouri Afterschool Resource Center will provide at least two “Regional Trainings” in each of the 10 regions agreed upon by the Coordinating Board for Early Childhood’s Professional Development workgroup.

1. All AREs will contribute to discussions to determine the training needs for the state and regions.
2. An ARE will be present at each Regional Training.
3. ARE’s may be the “trainer” for some Regional Trainings or outside “trainers” may be brought in to provide the training.

Meeting and Training Attendance

AREs will support DESE and MASN by attending other meetings, trainings, and events. Events include but are not limited to:

- Attend DESE grantee meeting – October 5-6, 2011 in Jefferson City, MO
- Attend at least one Kids Care Center training
- Missouri School Age Community Coalition (MOSAC2) Annual Meeting and Professional Development Institute – November 4-6, 2011 in Springfield, MO
- Missouri Association for Adult Continuing and Community Education – June 20-22, 2012 in Lake of the Ozarks, MO
- Read SAC and 21st Century grants
- Attend annual Afterschool Summit

Materials/equipment provided to Consultant

It is expected that every site visit will include a consistently used PowerPoint and the completion of electronic/online notes. AREs will complete notes about the grantee/program or site visit, print the notes, have the Program Director or Site Director sign the notes, scan a copy of the signed notes, and

leave the printed copy for the Program Director or Site Director. The following materials/equipment will be provided to each consultant to facilitate this process:

- Mini-pico projector
- 19" screen
- Pocket scanner
- Portable printer

The above materials/equipment must be returned in proper working order before the final consulting payment will be processed. Deductions will be made from the final payment to cover the cost of repair/replacement to broken or missing equipment.

Materials/equipment provided by Consultant

Individual will provide the following materials/equipment:

- Laptop computer
- Internet access
- Vehicle to transport to site visits
- Appropriate vehicle insurance

Reporting requirements:

AREs will contribute to the reporting requirements included in the DESE grant criteria. Reporting will include but is not limited to:

- Utilizing the web-based technical assistance tracking system (currently ETO) which will generate both total counts and program specific reports.
- Quarterly ARE Report identifying training, research, and other assistance provided.

Other duties:

Other duties may include, but are not limited to:

- Board committee participation – This could include attending MASN Steering Committee meetings and participation in MASN Committees.
- Outreach to non-grantees – This includes delivering information to or “cold calling” non-grantee programs.