

Contracted 21st CCLC Program Specialist (30 Hours/Week)

Salary: \$35.00 - \$40.00 hourly

Open for Recruitment: September 30, 2022

CLOSES: October 14, 2022

Background:

The 21st Century Community Learning Center (21st CCLC) program provides competitive grant funding to support before, after, and summer school programming for underserved students and communities.

Purpose:

The purpose of this contracted position is to provide the Maine Department of Education with 21st CCLC program management support in the areas of data collection, program monitoring, and professional development. This position will also provide implementation support to local 21st CCLC program providers through ongoing professional learning communities (PLCs), trainings, and targeted technical assistance. The work of this position will be largely independent. However, the position will be part of a team that oversees the successful implementation of 21st CCLC program across the State of Maine.

Responsibilities:

- Serve as a program consultant for the 21st CCLC program, providing targeted technical assistance and support to local 21st CCLC providers
- Communicate regularly and directly with local 21st CCLC Program Directors across the State of Maine
- Conduct on-site and/or virtual monitoring visits, as appropriate, for local 21st CCLC programs to ensure compliance with state and federal laws
- Conduct periodic reviews of 21st CCLC program data and work with local 21st CCLC providers to ensure that data are complete and accurate
- Assist with 21st CCLC program performance evaluations, ensuring that all 21st CCLC programs participate in the continuous improvement process
- Plan, coordinate, and facilitate trainings for 21st CCLC program providers, including regularly scheduled PLCs and other professional learning events
- Serve as a member of the Department's 21st CCLC Administrative Team, which meets regularly to discuss, plan, and implement initiatives related to the 21st CCLC program

Knowledge and Abilities:

- Knowledge of 21st CCLC program laws and regulations
- Knowledge of best practices in positive youth development
- Knowledge of continuous quality improvement processes and tools
- Knowledge of effective strategic planning and leadership principals
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships
- Ability to work collaboratively with multiple organizations and individuals to achieve common goals
- Ability to work independently and problem solve
- Ability to use standard desktop computer software (Office 365, Zoom, Teams)
- Ability to successfully collect, analyze, and interpret program data
- Ability to monitor and evaluate multiple programs for effectiveness
- Ability to prepare clear and concise written reports

Minimum Qualifications:

A Bachelor's Degree in Education or field related to the position and five (5) years of professional level experience in educational program management. A Master's Degree in Education or field related to the position may be substituted for experience on a year-for-year basis. Preferred candidates will have first-hand experience implementing 21st CCLC programming within the State of Maine.

How to Apply:

To be considered for this contracted position, please submit A cover letter resume to Travis Doughty at travis.w.doughty@maine.gov by **October 14, 2022**.