

Continuous Improvement Specialist Job Description Campus Compact of Oregon College Access Corp

Position Title: Continuous Improvement Specialist

Host Site Name: Portland Public Schools GEAR UP/Portland State University

Host Site Location: BESC, 501 N. Dixon, Portland, OR

Hours of Service: 9:00am-5:00pm (M-F) with possible evening or weekend hours (at least 1700 hours over a 10.5 month service period)

Position Duration: September, 2019 through July, 2020

Positions Available: 5

Portland Public Schools and Portland State University are seeking AmeriCorp College Access Corp members to work as GEAR UP Mobilizing for College: Engage, Empower, Elevate Continuous Improvement Specialists at Madison, Jefferson, and Roosevelt High Schools and their feeder middle schools: Astor, Cesar Chavez, George, Faubion, Ockley Green, Tubman, Vernon, Harrison Park and Roseway Heights.

The position is funded through the Campus Compact of Oregon College Access Corp AmeriCorp program. The Continuous Improvement Specialist is expected to comply with the reporting and training requirements of the College Access Corp program. The term of service extends through July, 2020.

GEAR UP FEDERAL GRANT

Mobilizing for College: Engage, Empower, Elevate

In 2014 and 2018, respectively, Portland Public Schools was awarded two federal grants focused on building the capacity of schools to embed practices that promote equitable access to post-secondary education and training. Our revamped program, now known as Mobilizing for College: Engage, Empower, Elevate (M4C:E3) uses an integrated approach that engages community partners, families, teachers, and near peer mentors to advance educational opportunity and success. M4C:E3 draws on a set of best practices and a suite of services centered on the classroom that 1) leverage community resources and leadership of families; (2) support positive academic mindsets through data-informed teacher practice; and (3) encourage students to apply their unique intellectual, cultural and personal assets to realize their educational and career goals.

PURPOSE OF POSITION

As our program expands, we have a growing need to continuously supporting staff to improve the quality of programming provided to families, students, and educators while documenting the impact of our practices. The **Continuous Improvement Specialist** will work closely with the Program Directors, Teachers on Special Assignment (TOSAs) and the Evaluation Team as needed to ensure that we are implementing quality activities with students, mentors and teachers on both process and outcome, engaging our primary stakeholders during every step and regularly reflecting and reviewing our programming. This role will also bridge the program continuous improvement process with the students that we serve, by providing them with opportunities to build skills, and engage in real-world experiences that connect with higher education. The Continuous Improvement Specialist will consistently work with mentors, students, and program staff to achieve shared goals around implementing and evaluating quality programming.

RESPONSIBILITIES

Under the direct supervision of the designated TOSA (Teacher-On-Special-Assignment) or Program Manager, the Continuous Improvement Specialist will engage in any of the following :

- Collaborate with Mobilizing for College: Engage, Empower, Elevate (M4C:E3) program staff to support the implementation of high quality services;
- Engage with primary stakeholders, including teachers, students and/or families on program activities to inform the day-to-day quality improvement process;
- Become familiar with the TDIP non-cognitive student survey data to increase capacity to talk about this work and how it can influence classroom culture and student experience;
- Support College Advocate Mentors (CAM) to review and apply data, student reflections, and feedback on their activities in the classroom;
- Work with the Evaluation Team to conduct participatory research techniques to document, reflect and learn from program activities (this could include implementing short surveys, activity reflections, interviews, focus groups, etc.);
- Assist staff with other projects as assigned.

CAMPUS COMPACT OF OREGON AMERICORP MEMBER RESPONSIBILITIES

- Attend all Campus Compact of Oregon required trainings and events;
- Complete and submit all Campus Compact of Oregon required progress reports, timesheets and other paperwork;
- Read Critical Mentoring: A Practical Guide by Torie Weiston-Serdan (will be provided by host site).

MINIMUM QUALIFICATIONS

- Be a citizen, national, or lawful permanent resident alien of the United States;
- Must be at least 18 years old;



- Earned at least an Associates Degree (AA) or equivalent undergraduate coursework;
- Agree to a National Service Criminal History Check and not have a sexual offense or murder conviction (other offenses may also prohibit participation, but will be determined on a case by case basis);
- Commit to serving 1700 hours (no more that 20% of aggregate time can be spent on training/professional development and no more than 10% on fundraising);
- Committed to promoting educational equity and inclusion;
- Excellent interpersonal skills and a team player attitude;
- Experience and/or ability to work with and appreciate individuals from diverse backgrounds;
- Versatile, adaptable, agile, patient, and willing to learn in a continuously evolving role;
- Takes initiative, believes in the vision of educational transformation, and committed to providing quality educational programming;
- Familiarity or willingness to learn Microsoft (Word, Excel, Powerpoint) and Adobe (Acrobat) systems; training will be provided for other systems or documentation tasks.
- Must be willing to travel to different school sites; mileage reimbursement for use of a personal vehicle or a TriMet bus pass will be provided.

PREFERRED QUALIFICATIONS

- Interest and/or experience working with middle or high school youth; primary responsibilities will involve middle school students for the 2019-2020 service year;
- Experience and interest in innovation, creativity, and start-up organizational systems;
- Coursework, experience or interest in education, social work, community development, career counseling, childhood development, or other related fields.

COLLEGE ACCESS CORP AND GEAR UP BENEFITS

- Pre-tax living allowance of \$27,464, distributed over 10.5 months. Living allowance is based on a 40-hour work week and is paid by Campus Compact on a bimonthly basis;
- Loan forbearance and interest accrual reimbursement on qualifying loans;
- Access to health insurance if needed;
- \$270 per month housing stipend (paid directly to a landlord or mortgage company for the term of service);
- Education award of \$5,920 upon successful completion of your term of service;
- Childcare assistance for qualifying members;
- Members will be given a mid-year and end-of-year member evaluation from their primary program supervisor;
- Networking, training and professional development opportunities;
- A chance to make a difference in your school and community!

