



## **Continuous Improvement Specialist Position Description**

### **Campus Compact of Oregon College Access Corps**

Position Title:	Continuous Improvement Specialist
Host Site Name:	Portland Public Schools GEAR UP/Portland State University
Location:	PPS District Headquarters (BESC) 501 N. Dixon St. Portland, Oregon
Hours of Service:	9am-5pm, M-F with some evening and weekend hours (At least 1,700 hours over the 10.5 month term of service)
Position Duration:	March – November 2019
Positions Available:	4

Portland Public Schools and Portland State University are seeking AmeriCorp College Access Corps members to serve 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.

#### **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 document the impact of our practices, while continuously supporting staff to improve the quality of programming provided to families, students, and educators. The **Continuous Improvement Specialist** will work closely with the Evaluation Team, Program Directors, and Teachers on Special Assignment (TOSAs) to ensure that we are regularly reviewing real-time data, implementing quality reflection activities with students on both process and outcome, and engaging our primary stakeholders



during every step. This role will also bridge the program continuous improvement process with the students that we serve, by providing them with opportunities to build qualitative research, analytical 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 and Duties:**

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

- Collaborate with Mobilizing for College: Engage, Empower, Elevate (M4C:E3) program staff to support the implementation of high quality services;
- Engage with primary stakeholders in regular reflection on program activities to inform the day-to-day quality improvement process;
- Learn and utilize basic qualitative and quantitative research and analytical techniques, including short surveys, activity reflections, interviews, focus groups, etc.;
- 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;
- Serve as a committee member for the Evaluation Team, which includes participation in regular retreats, team meetings, and data analysis and application activities;
- Assist staff with other projects as assigned.

### **Campus Compact of Oregon AmeriCorps 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 on loan by Campus Compact of Oregon)

### **Minimum Qualifications:**

- Be a citizen, national, or lawful permanent resident alien of the United States
- 18 or older
- Hold at least an Associate's 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 than 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 quality.



- 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 service year;
- Experience and interest in innovation, start-up organizational systems, and creativity.
- Coursework, experience or interest in education, social work, community development, career counseling, childhood development, or other related fields.

#### Special Requirements:

The Continuous Improvement Specialist should be able to attend the following summer intensive events...

- Transformative Inquiry Fellowship (end June)
- College-for-Youth Immersion Program (early August, dates TBA)

#### COMPENSATION

This position is funded through the Campus Compact of Oregon College Access Corps AmeriCorps program. The Continuous Improvement Specialist is expected to comply with the reporting and training requirements of the College Access Corps program. The term of service extends through November 30, 2019. Salary is based on a 40-hour work week and is paid by Campus Compact on a bimonthly basis. **In addition to salary, the program offers a \$600 per month housing stipend** (paid directly to a rental agency, landlord, or mortgage company for the term of service).

#### College Access Corps Benefits:

- Pre-tax living allowance of \$13,732 (distributed over 10.5 months)
- Loan forbearance and interest accrual reimbursement on qualifying loans
- Basic health care plan (if needed)
- Education Award of \$5,920 upon successful completion of the program
- Childcare assistance for qualifying members
- Members will be given a mid-year and end of year member evaluation from their program supervisor
- Networking, training, and professional development opportunities
- A chance to make a difference in your community and schools!

#### GEAR UP Site Benefits:

- **\$600 per month housing stipend** (paid directly to a rental agency, landlord, or mortgage company for the term of service).

