

# SW Regional Education Cooperative

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## 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) Program Quality Management Consultant

**Position:** Quality Management Team Consultant – Term based

**Supervisor:** SWREC Project Administrator

**Terms of Employment:**

- **Term Contract End Date: June 30, 2024**
- **Contract Amount: NTE \$45,000**
- **Virtual Work**

**Educational Requirements:**

Bachelor's degree in Education, Public Administration or Business Administration and five years (5) experience as a teacher and/or program administrator preferred.

**General Job Description:**

This position will provide high level data analysis and technical assistance for the 21st CCLC Program Sites throughout the State of New Mexico. This position will also provide technical assistance, support and monitoring of the 21st CCLC Program.

This position utilizes advanced program analysis to assist management with oversight, planning and consultation. Collaborate with the Agency's 21st CCLC Program State Director and the Quality Management Consultant (QMC) Team Lead, for the delivery of the scope of work. Participate in the implementation of an efficient and effective system for monitoring 21st CCLC Program subgrantee Program compliance at individual learning centers, including monitoring assigned subgrantee deliverables and providing Agency-approved documentation. Provide technical assistance to 21st CCLC Program funded partner sites. Support the development of implementation of 21st CCLC Program identified capacity events. Comply with management duties and events, as required.

**Essential Duties and Responsibilities**

1. The QMC will ***participate in the implementation of an efficient and effective system*** for monitoring site-specific Program compliance, including monitoring assigned sub-grantee deliverables and providing Agency-approved documentation.

- a. Using the Agency's monitoring system and approved templates, monitor and review monitoring plan submission for timely submission, compliance, comprehensiveness, and quality. Submit reviewed documentation.
- b. Using the Agency's monitoring system and approved templates, monitor and review required data submission in state approved software (Agency Approved Data Software) twice a month during the school year and twice

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during summer programming for each sub-grantee. Submit reviewed documentation.

- c. Using the Agency's monitoring system and approved templates, monitor and review the sub-grantee continuous quality improvement data and action plan submission. Monitor sub-grantee action plan compliance.
- d. Using the Agency's monitoring system and approved templates, monitor, review and disseminate surveys from assigned sub-grantee for compliance and quality of the submission.
- e. Provide one site visit per semester to each assigned sub-grantee (one site center per site visit; site and time frame to be chosen in consultation with QMC team lead and state coordinator) using the Agency's approved site visit protocol. Submit a site visit report for each 21st CCLC Programfunded partner site, using the approved template.
- f. Provide consultation via verbal and written communication to QMC-identified topics, including but not limited to monitoring plan templates and procedures, annual evaluation, Agency-supported data management system, and capacity building events/topics 21st CCLC Programfunded partner sites.

**2. QMC will *provide technical assistance* (TA) to improve the quality of deliverables.**

- a. Provide TA via the Agency's monitoring system, email or by phone call to support the assigned funded partners in achieving approved submitted deliverables and Agency Approved Data Software data submission.
- b. Following each assigned sub-grantee submission, provide TA to the 21st CCLC Program funded partner sites as needed for data submission compliance, comprehensiveness, and quality. This includes data audit reports.
- c. Provide monthly TA via phone or email with assigned HB2 OST Program-funded partner sites to discuss data and action steps with 21st CCLC ProgramDirectors.

**3. QMC will provide support to and attend the *development and implementation of 21st CCLC Program identified capacity events*.**

- a. Attend Subgrantee Orientation with QMC team. Contribute to planning and facilitation as requested by Out-of-School Time State Director.
- b. Attend one fall capacity building event. Contribute to planning and facilitation as requested by Out-of-School Time State Director. Attend 21st CCLC Program capacity building event.

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- c. Provide consultation for the development of monthly QMT webinars and attend State webinars.

**4.** QMC will ***comply with management duties and events*** as required within this scope of work.

- a. Submit monthly invoices to QMT Lead by the 2<sup>nd</sup> of each month.
- b. Participate in monthly QMC team calls.

### **Additional Duties and Responsibilities:**

1. Be a Self-starter with the ability to plan workday/week independently in an organized fashion.
2. Have a good working relationship with various stakeholders.
3. Ensure a return on investment.
4. Process improvement on data collection and analysis. Possess excellent management skills with experience in managing and supervising administrative projects.
5. Possess excellent organizational skills.
6. Strong command over written and verbal communication.
7. Ability to prioritize work, meet deadlines, and produce quality results on time with attention to detail.
8. Proficient in using computers with related knowledge of software programs and internet protocols.
9. Communicate professionally, respectfully and accurately with the general public, school staff and administrators, and other State Agency representatives, and others in the region.

### **Equipment/Material Handled:**

Extensive use of computers, laptop or desktop. Knowledge of navigation through the internet and search engines. Use of Office Suite software knowledge, Word, Excel and Outlook email applications. Organization of filing systems, both digital and physical.

### **Work Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. Must be able to work under stressful conditions. Be up to date on any and all health and safety requirements put out by the CDC, and adhere to state and local directives.

*SWREC 10 does not discriminate on the basis of race, color, national origin, religion, age, marital status or handicap/disability in employment practices or the provision of services.*