



Vermont Afterschool, Inc.
150 Kennedy Drive
South Burlington, Vermont 05403
www.vermontafterschool.org

Job Description

Afterschool Program Assessment Specialist

Reports to: Senior Associate for Program Quality

Summary: The Afterschool Program Assessment Specialist is responsible for conducting confidential and timely unscored assessments using state-approved program assessment tools for regulated afterschool programs for the STARS Program Assessment System. The Afterschool Program Assessment Specialist will also provide technical assistance and consultation to programs on continuous quality improvements to advance in a Quality Rating Systems (QRS), directly relating to Vermont's STep Ahead Recognition System (STARS).

While primarily providing in-person program assessments and consultation, this position will also offer phone and virtual consultation and technical assistance for afterschool programs requesting them.

Key Responsibilities:

- Conduct onsite observations using the appropriate program quality assessment (PQA) tool.
- Provide written feedback on the observation results to regulated afterschool programs.
- Offer technical assistance and consultation related to the assessment visit and STARS.
- Support programs to develop quality and effective continuous quality improvement plans.
- Attend all Continuous Quality Improvement (CQI) Coaching Trainings as required.
- Facilitate professional development workshops.
- Manage and implement systems to schedule and document assessments.
- Lead and facilitate presentations, meetings, and trainings on the assessment tools as needed.
- Ensure completion of necessary data collection and reporting.
- Offer practiced-based coaching to individual programs based on prioritization and needs as it relates to STARS.
- Maintain general expertise on best practices for the afterschool field.

Essential Knowledge, Skills, and Abilities:

- Commitment to Vermont Afterschool's mission and vision.
- Significant training and experience in education, youth work, and/or afterschool. BA degree required; at least three years running an afterschool and/or summer learning program as well as experience providing quality coaching and/or mentoring support to professionals.
- Highly motivated, self-starting individual with a proven ability to establish and maintain working relationships with afterschool professionals, coworkers, and statewide partners.

- Strong communications skills including planning, writing, speaking, and effective presentation and dissemination of information.
- Exceptional interpersonal skills, including the ability to work independently and collaboratively, listen well, build trust, model healthy conflict resolution, and be self-directed.
- Knowledge of Vermont's Afterschool systems and program quality standards and resources.
- Ability to multi-task with excellent time management and organizational skills.
- Sensitivity to, understanding of, and the ability to accommodate the diverse academic, socioeconomic, cultural, and ethnic backgrounds of all people, particularly youth; and a commitment to justice and equity.
- in the use of technology, including MS office products (e.g., Word, Excel, Publisher), comfortable learning cloud-based data systems, and the ability to produce documents and reports that are well-written and well-presented.
- Must be able to work at a desk and on a computer during regular work hours and able to lift at least 10 pounds.
- **Reliable transportation is required. This position will require travel throughout Vermont at all times of year and may require time in the evenings or on the weekends.**

How to apply:

We offer the opportunity to play a role in growing an organization by supporting local communities and the afterschool field. The position requires part-time hours, which can vary significantly up to 10–20 hours per week, dependent on program requests. There is no guarantee of a minimum number of hours.

Professional development opportunities are built into the position. This position is dependent on continued grant funding.

To apply, please send a cover letter, resume, and three references to tricia@vermontafterschool.org. Applications are being accepted on a rolling basis and must be submitted electronically. The position is posted until filled and is available immediately.

Vermont Afterschool is an equal opportunity employer, and we especially welcome applications from individuals who will contribute to our diversity.