

Iowa 21st Century Community Learning Centers (21CCLC) and SPPG+Essman Research

Job Description – 21CCLC Monitoring and Support Manager

<i>Status:</i>	Exempt Employee
<i>Role:</i>	<ul style="list-style-type: none"> • Shadow Iowa Department of Education 21st Century Community Learning Centers Consultant in monitoring and grantee support. • Serve as a member of the SPPG+Essman Research team to further support the 21CCLC statewide grantee network and afterschool programs, generally, across the state and other duties as assigned.
<i>General Duties:</i>	
Monitoring	<ul style="list-style-type: none"> • Work closely with the Iowa Department of Education 21CCLC Consultant to become proficient in the grantee monitoring process. • Visit 21CCLC grantee sites to conduct monitoring under direction from the Iowa Department of Education 21CCLC Consultant. • Complete reports as directed by the Iowa Department of Education 21CCLC Consultant. • Complete data and other projects as directed by the Iowa Department of Education 21CCLC Consultant.
Records Retention	<ul style="list-style-type: none"> • Archive 21CCLC reports, data, and electronic records for the Iowa Department of Education 21CCLC Consultant. • Follow federal records retention policies for 21CCLC reports, data, and electronic records. • Follow SPPG+Essman Research records retention policies when developing SPPG+Essman Research reports, data, and electronic records.
Partner/Client Engagement	<ul style="list-style-type: none"> • Coordinate and attend local community partner meetings in collaboration with the Iowa Department of Education 21CCLC Consultant. • Maintain the statewide list of community partners at the discretion of Iowa Department of Education 21CCLC Consultant. • Work with the Iowa Department of Education to develop and cultivate strong, local community partnerships. • Serve as a point of contact for SPPG+Essman Research clients as directed by SPPG+Essman Research Managing Partners and Senior Program Managers.
Training	<ul style="list-style-type: none"> • Regularly survey 21CCLC grantees regarding their trending professional development needs. • Develop and conduct trainings that meet the trending professional development needs of 21CCLC grantees and other Iowa afterschool and summer programs. • Provide at-risk professional development under the direction of the Iowa Department of Education 21CCLC consultant. • Ensure trainings align with Iowa Department of Human Services requirements. • Support SPPG+Essman Research training services, including writing curriculum and conducting trainings for Iowa afterschool and summer programs.

- Serve on the SPPG+Essman Research team to coordinate the 2-day Impact After School Conference annually in April and other 21CCLC-specific trainings throughout the year.

General Grantee Support

- Ensure the Iowa 21CCLC website is regularly updated to reflect new resources, events, trainings, and meetings of relevance to the Iowa 21CCLC grantee network.
- Support the coordination and facilitation of 21CCLC grantee committees.

Other Duties

- Other duties as assigned for Iowa Department of Education and SPPG+Essman Research projects.
- Other tasks or responsibilities that may arise from time to time as directed.

Skills:

- Take direction and work as a member of a team.
- Listen and integrate ideas of others into plans of action.
- Create and implement a contract/services work plan.
- Ability to advise clients as appropriate to the contract/services.
- Ability to detect, analyze, and manage sensitive and obscure elements within and related to contracts/services activities.
- Have a working knowledge of policy systems.
- Research and information gathering, develop outreach strategy, analysis, disseminate information.
- Coordinate, manage, and lead small or large group meetings to achieve desired outcomes.
- Write reports, plans, analyses, newsletters, presentations, agendas, policy summaries, notices, memos and letters, curricula, and other products and communications.
- Willingness to develop skills in small and large group facilitation, focus group facilitation, and training.
- Maintain proficiency in Microsoft Office and other appropriate software.
- Must be proficient in email, phone, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Zoom video conferencing, Adobe Connect, and computer and cell phone.
- Answer phone calls from the Iowa Department of Education.
- Respond to emails within 24 hours of receipt.

Supervisor:

SPPG+Essman Research Managing Partner