



Providence After School Alliance Director of Quality Improvement Job Description

The Providence After School Alliance's (PASA) mission is to expand and improve quality after-school, summer, and other expanded learning opportunities for the youth of Providence by organizing a sustainable public-private system that contributes to student success and serves as a national model. PASA's AfterZone (for middle school) and Hub (for high school) initiatives offer Providence young people multiple pathways to learning beginning in middle school and continuing through high school. A critical component of the success of both initiatives is PASA's commitment to quality improvement. To learn more about PASA's quality improvement initiative please visit <http://www.mypasa.org/about/our-method/program-improvement>.

PASA is currently seeking a Director of Quality Improvement to oversee the management and ongoing evolution of PASA's quality improvement work. The Director of Quality Improvement will report directly to PASA's Deputy Director and will work in tandem with PASA's Director Team to ensure the successful implementation and monitoring of individual initiative's quality improvement plans.

Major Roles and Responsibilities

Setting Standards and Measures:

The Director of Quality Improvement is responsible for these essential components of setting standards and measures for PASA's work:

- Serve as part of PASA's Director Team, where new work is vetted and approved. The Director of Quality Improvement will support initiative directors in the creation of project plans that incorporate intermediate and final outcome measures.
- Stay current with national and state level work and research on measures for out of school time education.
- Create a yearly evaluation plan in partnership with the PASA Director Team and external evaluation Partners.

Evaluation:

The Director of Quality Improvement is responsible for a variety of ongoing work focused on the high quality implementation and assessment/evaluation of projects and initiatives, including:

- Maintain an ongoing connection to the data collection work at the AfterZone and Hub sites. The Director of Quality Improvement is responsible for quarterly reporting on participation data and for providing data for grant proposals and reports to constituents, funders and the board.
- Work with PASA's external evaluation partners to support the AfterZone and Hub teams in the ongoing implementation of a yearly evaluation and data analysis plan.
- Assist the AfterZone and Hub teams in the creation of a yearly observation, debrief and scores entry calendar for program level observations using PASA's program level evaluation tools.
- Present evaluation findings at local and national conferences and meetings.

Support for Improvement:

PASA's Director of Quality Improvement collaborates with PASA staff, program partners and statewide partners to create a comprehensive professional development system that supports after-school practitioners in Rhode Island. Areas of focus include:



- Work in partnership with the AfterZone and Hub teams throughout the school year and summer to design and implement new professional development opportunities and/or connect staff and partners to existing opportunities.
- Continue to refine and expand the innovative training model targeted towards PASA's expanded learning models, including school day teachers, after school educators, and community partners.
- Partner with research organizations nationally and in Rhode Island to continue to offer trainings and certification programs to OST staff and partners throughout the state.
- Work closely with RI Department of Education and the Rhode Island After School Plus Alliance in advancing statewide quality improvement projects.

Operational Management:

- Supervise PASA's Scholars Coordinator and help with PASA's inquiry/STEM focused programming.

Required Qualifications

- Bachelor of Arts degree (BA) and at least four years of related professional experience in the out of school time education field;
- Professional experience managing staff and a history of productive and dynamic team work
- Experienced trainer and facilitator;
- High level project management experience;
- Comfort with online data management systems;
- Understanding of evaluation planning and implementation;
- Fluency and technical skills relating to data analysis, statistics and reporting.

Desired Qualifications

- Experience coordinating projects with multiple constituencies;
- A working understanding of human services, youth development, and current trends in after-school and expanded learning programs;
- A working understanding of schools and past experience as an educator;
- Master's degree or equivalent and 3+ years of related professional experience;
- Fluency with budgets and fiscal planning.

Remuneration

The salary range for this position is high 40Ks to low 50Ks, depending on experience, plus healthcare and other benefits. **PASA will begin reviewing applications on November 25, 2013** and will accept applications until the position is filled.

To apply, send your resume, cover letter and a writing sample, to:

Eric Collins, HR Coordinator

ecollins@mypasa.org

OR submit to: Providence After School Alliance

140 Broadway, Providence, RI 02903 / Fax (401) 228-3915.

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