



## **Individualized System of Support for Afterschool Programs (ISS-AP) ISS-AP Coaches Request for Proposals**

Individuals with significant expertise in areas related to afterschool, education, and/or non-profit management are invited to apply to become coaches for the Individualized System of Support for Afterschool Programs (ISS-AP). ISS-AP services are provided through the Vermont Center for Afterschool Excellence and encompass consultation services, technical assistance, and professional development opportunities to afterschool programs throughout the state of Vermont. The purpose of ISS-AP is to create systemic change within afterschool programs for continued growth.

### **ISS-AP Goals**

- To promote high-quality afterschool programs throughout Vermont.
- To support afterschool programs through individualized technical assistance and professional development.
- To link individuals working within afterschool with one another to share expertise and resources.

Services through ISS-AP are available to all afterschool programs throughout Vermont. Individual afterschool programs purchase services through ISS-AP within one of two tracks:

### **Track I: ISS-AP Strands**

Under Track I, the program director signs on to working with the ISS-AP coach and a small group of afterschool colleagues from across the state interested in the same area of concentration or strand. The ISS-AP coach lays out a plan for approximately one month to six weeks of service that includes group workshops, trainings, and presentations *and* individualized one-on-one support. All group interactions follow a pre-determined set schedule, with flexibility built into the one-on-one support. Project directors receive approximately 10 – 15 contact hours with the ISS-AP coach through participation in one ISS-AP strand. Coaches are contracted for 30 hours of services for each ISS-AP strand, and contact hours are compensated at a rate of \$60/ hour.

### **Track II: Individualized Coaching**

Under Track II, the program director, either alone or in conjunction with a group of individuals from the local afterschool program, works with an ISS-AP coach in an identified area of concentration or through a specified series of issues and/or concerns. Directors interested in accessing this level of service complete an intake form and outline specific goals they will work to accomplish, with clear work products that will be completed. Total hours contracted for individualized coaching varies and is based upon the level of service requested.

### **ISS-AP Coaches**

The team of ISS-AP coaches will be made up of individuals with direct experience in afterschool, education, and non-profit management. ISS-AP coaches are chosen for their expertise within an area of concentration and are typically qualified to offer services within multiple strands. The ISS-AP coaching team is representative of a broad range of knowledge and attempts are made to cover the state geographically in order to ensure that all needs across the state can be met within any given year.

Although ISS-AP coaches each work independently with programs within a specific area of concentration, the team meets throughout the year to develop systems to enhance all services offered and coordinate efforts. The ISS-AP coaching team averages six to ten coaches in a given year.

## Expectations of ISS-AP Coaches

- The role of an ISS-AP Coach is to guide and facilitate growth within each afterschool program assigned. An ISS-AP Coach does *not* complete work products for a program, but rather works with the program director or team to guide a process in which work is completed and systemic growth is reached.
- ISS-AP Coaches will have extensive knowledge within the area they are providing support or technical assistance. Education and work background expectations follow:
  - Advanced degree in education, related field, or field specific to the ISS-AP concentration area proposed.
  - At least five years work experience in afterschool management, education, school administration, or a field directly applicable to the ISS-AP concentration area proposed.
  - Substantial experience in creating innovative learning experiences in afterschool.
  - Significant training and experience in the area of expertise in which the coach is providing services.
  - Proven experience in coordinating a collaborative learning environment.
- ISS-AP Coaches will provide support to multiple afterschool programs interested in an extended exploration of the same topic, or technical assistance to an individual program. Track I ISS-AP strands typically involve 6 – 8 afterschool programs.
- ISS-AP Coaches are expected to dedicate approximately 30 hours per year in supporting programs if involved in Track I services. Total hours contracted for Track II individualized coaching varies and is based upon the level of service requested.
- Track I ISS-AP Coaches are contracted for a four to six week period and are expected to be available for consultation throughout that time period. A longer timeframe may be allowable if the area of concentration necessitates such for program success to be realized.
- Track II ISS-AP Coaches are typically contracted for an extended period of time and are expected to be available for consultation throughout that time period.
- ISS-AP Coaches are expected to provide a minimum number of contact hours to each afterschool program they are contracted to work with.
- ISS-AP Coaches are expected to perform as part of the ISS-AP team and to participate in trainings, meetings, and conference calls throughout the year.
- ISS-AP Coaches work as independent contractors.
- Strong computer skills are required, including the ability to effectively communicate via technology- e.g. wiki, webinars, etc.
- Travel throughout the state may be required.

## **Compensation**

- ISS-AP Coaches are compensated for up to 30 hours for Track I services and typically no more than 15 hours for Track II coaching. Compensation is \$60/ hour for all ISS-AP coaching contact hours and reimbursement is made for actual hours served.
- Incidentals associated with providing ISS-AP coaching services are not reimbursed (e.g. professional development obligations, travel time, etc.).
- ISS-AP Coaches are reimbursed mileage for travel at the federal reimbursement rate up to \$200 per year.

## **ISS-AP Timeline**

May 17 <sup>th</sup>	ISS-AP Coaches RFP for 2010-11 released
July 19 <sup>th</sup>	ISS-AP fall strand proposals due
August 9 <sup>th</sup>	Decisions made for ISS-AP fall strands
August 18 <sup>th</sup>	Fall ISS-AP strands announced (September – December) 21 <sup>st</sup> CCLC Director's Retreat
September 27 <sup>th</sup>	ISS-AP spring strand proposals due
October 11 <sup>th</sup>	Decisions made for ISS-AP spring strands
October 22 <sup>nd</sup>	Spring ISS-AP strands announced (January – May) Vermont Afterschool Conference



## Individualized System of Support for Afterschool Programs (ISS-AP) ISS-AP Coaches Request for Proposals

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

ISS-AP level of support for which you are interested in providing services (check all that apply):

Track I Proposed area(s) of concentration: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Track II

Areas of Expertise (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Program Development                | <input type="checkbox"/> Data-driven Programming              |
| <input type="checkbox"/> Language Arts/ Literacy            | <input type="checkbox"/> Evaluation                           |
| <input type="checkbox"/> Mathematics                        | <input type="checkbox"/> Sustainability                       |
| <input type="checkbox"/> Science                            | <input type="checkbox"/> Fundraising                          |
| <input type="checkbox"/> Technology                         | <input type="checkbox"/> Marketing/ Public Relations          |
| <input type="checkbox"/> Tutoring Services                  | <input type="checkbox"/> Multi-site Management/ Collaboration |
| <input type="checkbox"/> Elementary School Programming      | <input type="checkbox"/> Staff Development                    |
| <input type="checkbox"/> Middle School Programming          | <input type="checkbox"/> Advisory Board Development           |
| <input type="checkbox"/> High School Programming            | <input type="checkbox"/> Building Partnerships                |
| <input type="checkbox"/> Linking Afterschool and School-Day | <input type="checkbox"/> Grant Writing                        |
| <input type="checkbox"/> Program Administration             | <input type="checkbox"/> Other, please specify                |

\_\_\_\_\_

**Instructions: Please limit your responses to the following questions to three pages.**

**If you propose offering more than one ISS-AP strand, questions 5, 6, 7, and 8 *must* be completed for *each* proposed strand.**

**An additional page can be utilized for each additional strand proposed.**

1. Describe previous and on-going experience you have in supporting afterschool programs.
2. Qualifications that make you a viable candidate for providing support to afterschool programs.
3. Experience facilitating professional collaborative learning experiences.
4. Interest in and experience around providing technical assistance to an individual afterschool program.
5. Area(s) of expertise you are able to provide support in and specific experience and qualifications related to the area or areas.
6. For each area of expertise in which you are able to provide support, please provide 3 – 5 bullet points of characteristics you believe are indicative of an afterschool program’s success within that area. Example: In the area of sustainability, indicators may be:
  - Afterschool program accesses funding from multiple streams.
  - Program has strong partnerships with at least two community-based organizations.
7. Describe the work products you anticipate programs creating or working towards throughout the year and the experience you have in assisting individuals in the creation of these products.
8. Please describe the manner in which you intend to evaluate the effectiveness of coaching services throughout the year.

Please attach the following documentation:

- Resume
- Writing sample (1 – 2 pages of current work; e.g. excerpt of grant proposal, evaluation report, etc.)
- Sample work products and/or tools that serve as evidence of your expertise to bring about change and results in afterschool programs (examples may include: evaluation templates or tools used to assess student or program outcomes, matrices designed to ensure learning outcomes are embedded within programs, etc.)
- Two professional references from afterschool programs which you have directly supported
- Letters of recommendation are encouraged, but not required (again, letters of recommendation should come from afterschool programs that you have directly supported)

Questions should be directed to:

Lynne Feal-Staub

802-579-6012

[lfeal-staub@myfairpoint.net](mailto:lfeal-staub@myfairpoint.net)

**Submit proposal and accompanying documentation electronically by July 19<sup>th</sup> for consideration for fall schedule. All documentation should be sent to:**

**Lynne Feal-Staub at [lfeal-staub@myfairpoint.net](mailto:lfeal-staub@myfairpoint.net)**