



School Quality Navigator

Cleveland Transformation Alliance

Context and mission

Cleveland's Plan for Transforming Schools was adopted in 2012 with the support of Mayor Frank G. Jackson, the Cleveland Metropolitan School District, the Cleveland Teachers Union, charter schools, civic leaders, business, philanthropy, community and religious organizations, and parents. Its goal is to ensure every child in Cleveland attends a quality school and every neighborhood has a multitude of great schools from which families can choose. The plan is built upon growing and expanding the number of quality schools in Cleveland – district and charter – and holding schools to the highest standards as they work in partnership to create dramatic student achievement gains for every child. The Cleveland Plan has four major components:

- Grow the number of high-performing district and charter schools in Cleveland and close or replace failing schools;
- Focus the district's central office on key support and governance roles, and transfer authority and resources to schools;
- Invest and phase in high-leverage system reforms across all schools from preschool to college and career; and,
- Create the Cleveland Transformation Alliance to ensure accountability for all public schools in the city.

In November 2012, Mayor Jackson established the Transformation Alliance, a public-private partnership responsible for ensuring accountability for all public schools in the city. The Alliance's board of directors is a highly committed group of community leaders, representing the school district, partnering charter schools, parents, educators, nonprofits, business and foundations. The mayor serves as the chair of the board of directors. The Alliance has four interconnected roles: ensure fidelity to the citywide education plan, assess the quality of all Cleveland schools, communicate with parents about quality school choices, and monitor the growth and quality of the charter sector in Cleveland.

Candidate search

The Cleveland Transformation Alliance is seeking two individuals to serve as **School Quality Navigators** in Cleveland's Central neighborhood. The role of the Navigator is to support families and caregivers in finding and enrolling in the school that best fits their children's needs.

This is a part-time contracted position, working between the Cleveland Transformation Alliance offices in Downtown Cleveland and the Cleveland Central Promise Neighborhood offices in Central, for an average of 20 hours per month from January – September 2019. Contract extension beyond this date will be contingent upon outcomes of the project.

Primary responsibilities

The Cleveland Plan envisions a portfolio of quality public schools, both district and charter, that meet the needs of families and students in our city. In support of the Cleveland Plan, the Transformation Alliance has created resources such as its *School Quality Guide* and interactive website, which provide objective information on all the district and charter schools in the city.

Because public school choice is an essential aspect of the Cleveland Plan, the role of the Navigator is to work directly with families whose children are transitioning from preschool to kindergarten and from 8th grade to high school. Navigators will provide guidance to families, helping them learn about their public school options and decide which best meet the needs of their children. Navigators will also help them enroll in the public schools they choose.

The following is a rough timeline of the work in 2019.

January

- Learn about enrollment processes for district and charter schools.
- Work with Transformation Alliance staff to recruit families.
- Participate in Alliance meetings and trainings.
- Build relationships with key stakeholders in the community, including teachers, community outreach workers, and district and charter school officials.
- Work with Alliance staff on an ongoing basis to improve tools, materials, and services.

February-August

- Conduct one-on-one meetings and conduct individualized assessment with at least 30 families.
- Implement a plan to help them find the school that best fits their children's needs.
- Monitor and evaluate a family's progression through their individualized plan.
- Regularly update database with family contacts and status.
- Actively participate in Transformation Alliance meetings and trainings.
- Stay updated on changing policies, practices, and services impacting program participants through regular communication with Alliance staff.
- Guide families through the enrollment process.
- Provide information, referrals to assist families in accessing services and resources.
- Collect data to help evaluate the success of program.
- Provide deeper guidance and assistance to families who haven't made an enrollment decision during the summer
- Other duties as assigned.

September- October

- Assist Alliance staff with gathering data, monitoring the impact of the program, and conducting the program evaluation.
- Monitor student enrollment status.
- Conduct family survey to get feedback on the program.

Minimum qualifications:

- Able to access reliable transportation. (If driving a vehicle for this position, a valid Ohio Driver's License and proof of insurance is required.)
- Submit information for Employment Eligibility Verification.
- Successfully complete background screening. Please note: Past criminal convictions are not immediate disqualifications to employment.
- Demonstrate evidence of proficiency with Microsoft Office and email.
- Able to work independently and as part of the team.
- Exercise mature judgment.
- Possess strong written and verbal communication skills.
- Respect and maintain confidential information.
- Coordinate multiple activities simultaneously.
- Demonstrate ability to work with diverse communities.
- Show good problem solving and conflict resolution skills.
- Maintain regular, consistent attendance and hours of work.

Preferred qualifications:

- Experience working directly with families who experience barriers as a result of factors including geography, race, and socio-economic status
- Familiarity with the education and social service landscape in Cleveland's Central neighborhood. The Cleveland Transformation Alliance has a culture of a passion for education, continuous learning, teamwork, transparency, and thoughtfulness.

Compensation

Navigators will receive \$25/hour with the requirement to track their time weekly. The timing (32 hours per month) may vary slightly with some months less and others more.

NOTE: As part of their position, Navigators may receive company-owned technology and materials for use as part of their duties. These remain property of the Cleveland Transformation Alliance before, during, and after the duration of this position, and are not included as part of compensation for this position.

How to Apply

Submit a letter of interest and a copy of your resume to: Catherine.Smith@clevelandta.org with the title of the position as the email subject line.

For primary consideration, please submit your materials by Dec. 5, 2018, at 5:00PM.