



Job Description:

Part-time contracted work for a maximum duration of February 2012 – June 2012 (depending on program scheduling of tutoring organizations, the duration could be less).

Academic Assistance Program Monitors will be responsible for not only traveling to tutoring program sites to observe instruction/program implementation that takes place during late weekday afternoons/evenings or on weekends but will also be required to develop individual monitoring reports (based on documentation reviews and/or onsite visits). Monitors will be required to submit these reports to the IDOE supervisor.

Qualifications:

Academic Assistance Program Monitors must possess the following qualifications:

- 1) A Bachelor's Degree or higher in an education related field; and
- 2) A least five or more year's worth of education related experience:
 - a. Certified teaching (grades K-12);
 - b. Tutoring (grades K-12);
 - c. Education Research (related to grades K-12 programming);
 - d. Monitoring and evaluation of youth program implementation (related to academic assistance for students in grades K-12)

Travel:

Academic Assistance Program Monitors will complete onsite visits to observe/monitor assigned tutoring programs throughout Indiana. Travel expenses (lodging and mileage) will be reimbursed in accordance with current State of Indiana rates.

Supervisor:

The Indiana Department of Education's Assistant Director of Grants Management, Monitoring and Reporting will supervise Academic Assistance Program Monitors.

General Duties:

The duties of Academic Assistance Program Monitors will include:

Equal Opportunity Employer

- Scheduling and conducting onsite monitoring visits to tutoring program sites;
- Reviewing documentation submitted by tutoring programs and developing monitoring reports;
- Communicating in an effective, timely, and professional manner with state staff, tutoring program staff and school district staff (as applicable);
- Providing weekly progress reports on the status of scheduled visits and monitoring report completion;
- Maintaining current knowledge of educational methods, practices, and standards related to academic achievement for students in grades K-12; and
- Performing other duties assigned by program supervisor.

Pay:

Academic Assistance Program Monitors will be paid a stipend based on the type of report required for the tutoring programs to which the monitor is assigned as well as the number of tutors employed for programs that require documentation reviews (see below).

- 1) **Onsite Monitoring Summary Report (summarizing onsite visit only)**
 Report summarizing observations from onsite visit.....\$50
- 2) **Limited Monitoring Report (summarizing onsite visit and documentation review of monitoring indicators not related to tutors)**
 Standard fee for all organization sizes.....\$100
- 3) **Expanded Monitoring Report (summarizing onsite visit and documentation review of monitoring indicators including those related to tutors)**
 - Small Organization
 For programs with less than 50 tutors per organization.....\$150
 - Mid-size Organization
 For programs with 50 to 99 tutors per organization,.....\$250
 - Large Organization
 For programs with 100 or more tutors per organization.....\$400

Those interested in applying should submit a cover letter and resume to Amanda Foor via email at afoor@doe.in.gov by February 20, 2012.