

Colleagues,

The Los Angeles Unified School District is in the start-up phase of our LAUSD VISTA Community Partnership Program. We are looking to fill two positions for VISTA Leaders, with a start date of May 16, 2011. Please forward the information below to your networks, especially any current or former VISTA members in your networks who would be interested in empowering the families and communities in and around Los Angeles schools. They may contact me directly to set up an interview. The deadline to apply is May 6th.

Thank you,

Jeannette

I. POSITION SUMMARY

Position Title: LAUSD VISTA Leader

Compensation: AmeriCorps*VISTA Leaders receive a modest living allowance (currently \$16,356 annually) from the VISTA program to cover the cost of their expenses.

Benefits: Health coverage provided, plus 10 personal and 10 sick days leave. Relocation assistance provided if required. Child care assistance and student loan forbearance or deferment while in service, if applicant is eligible. After successful completion of your year of service with AmeriCorps*VISTA, you are eligible to receive either a Segal AmeriCorps Education Award of \$5,550 or an end-of-service stipend of \$3,000, as well as one year of noncompetitive status for a federal government job. Reimbursement for project related travel (excluding daily commute).

Organization: Los Angeles Unified School District

Location: Based at LAUSD's Parent Community Services Branch, 1360 W. Temple Street, Los Angeles, CA 90026. Local travel may be required (vehicle, valid driver's license and proof of insurance needed for multiple site visits).

II. ABOUT AMERICORPS/VISTA

AmeriCorps*VISTA (Volunteers in Service to America) provides full-time volunteers to nonprofit, faith-based and other community organizations, and public agencies to create and expand programs that ultimately bring low-income individuals and communities out of poverty. AmeriCorps*VISTA Leaders support and coordinate large AmeriCorps*VISTA projects or regions, involving at least eight AmeriCorps*VISTA members. Leaders serve as role models, recruiters, trainers, and resource providers. Just as AmeriCorps*VISTA members work to expand and build the capacity of the community, Leaders work to expand and build the capacity of individual AmeriCorps*VISTA members and their respective service sites. If you have served one year as an AmeriCorps*VISTA volunteer, you are eligible to apply for this position. For more information about AmeriCorps*VISTA and to apply, visit: <http://www.americorps.org/about/programs/vista.asp>

III. ABOUT LOS ANGELES UNIFIED SCHOOL DISTRICT

LAUSD's mission is to provide high quality instruction and a coherent and rigorous curriculum in every classroom to facilitate student learning and achievement so that every LAUSD student receives an education in a safe, caring environment, with the goal that every student be college-prepared and career-ready by graduation. According to the most recent enrollment numbers, LAUSD provides programs that run the gamut from early to adult education, with a

total enrollment of 1,074,691. Approximately 79% of students in the District qualify for free or reduced-cost lunch. In 2009, in response to a Board Resolution and requests from family and community members, LAUSD undertook a process called Budgeting for Student Achievement (BSA) to bring budget decisions closer to the classroom. By 2012-2013 we expect to implement BSA in all 811 K-12 schools, serving 678,000 children in 33 cities and spanning 710 square miles. Our vision is to create a model in which family and community engagement is used along with budgeting, training and policy tools to increase student achievement throughout the District.

IV. GOAL OF POSITION

The goal of a VISTA Leader is to expand and build the capacity of the VISTA members they lead through facilitative communication with VISTA members as well as VISTA supervisors in their region. While leaders do not supervise VISTAs, they play a strategic role in assisting project supervisors with member support, recruitment, retention, and performance (50% time). The position will also work closely with LAUSD's Budgeting for Student Achievement and Parent Community Services Branch teams to assist in planning and implementing trainings; fundraising, writing grants and conducting broad-based awareness campaigns; assist in preparing quarterly reports and documenting the project; as well as interacting with high-level staff in the Superintendent's Office, Central and Local District offices and school sites, and external partner organizations to build and refine volunteer recruitment and retention systems, in addition to a "Train the Trainer" certification program (50%).

V. JOB SUMMARY

Goal 1 (25% time) VISTA Leader will play a pivotal role in the following areas:

- **Building a VISTA Network** - Convening the VISTAs in their area on a regular basis. These meetings could take place on a monthly basis. Leaders will also use social media such as VISTA Campus and Facebook to help create and sustain a VISTA member community.
- **Helping Retain VISTAs** – Building esprit de corps and camaraderie among VISTA members in the project through regular communication and support---reinforcing that VISTAs are a part of a national movement.
- **Helping Members Succeed** - Listening to individual VISTA issues and reinforcing the role of VISTA Supervisors and CNCS State Program Specialist---encouraging members to proactively contact their VISTA Supervisor and State Program Specialist with issues and challenges. VISTA Leaders will also provide support to members in locating housing and other resources.
- **Promoting National Days of Service** - Researching and supporting planned Days of Service activities in their region and/or taking a lead role in planning and implementing local activities around National Days of Service. The VISTA Leaders may also help coordinate with members and volunteers from other organizations and agencies around Days of Service.
- **Training and other Resources** - Supplementing VISTA Campus on-line In Service Training courses and organizing other training opportunities. The Leader will identify and promote local no-cost supplemental training opportunities.

- Promoting Service Opportunities - Promoting the LAUSD VISTA program at career fairs and other appropriate recruitment venues. This may include promoting specific opportunities within their area.

Goal 2 LAUSD VISTA Leader (25% time) will coordinate VISTA volunteers in 8 Local Districts and liaise with CNCS.

- Coordinate communication and provide support for 10 LAUSD VISTAs each across 8 Local Districts;
- Convene VISTAs to discuss best practices regarding stakeholder engagement in school site planning, budgeting and community asset mapping; and assist staff in documentation of project work and results
- Compile information for LAUSD's CNCS quarterly reports and sponsor verifications; and
- Coordinate with partner organizations to facilitate VISTA recruitment.

Goal 3 LAUSD VISTA Leader (50% time) will assist in planning and implementation of trainings, fundraising efforts, awareness campaigns, and expand and enhance the organization's volunteer program.

- Work with staff to develop curriculum and coordinate training activities
- Provide support to staff in fundraising and grant writing efforts
- Assist with the development and implementation of broad-based awareness campaign in support of the project
- Work with staff to manage relationships with volunteers who engage with schools as volunteer trainers, classroom assistants, workshop presenters, administrative volunteers and other roles as defined by the organization
- Work with Project Manager to create systems, processes and structures for volunteers, in consultation with relevant staff and departments
- Oversee volunteer placements, follow-up and ongoing engagement; evaluate volunteer program results
- Work with staff and partner organizations to create a certification program for a "Train the Trainers" model of volunteer support

VI. REPORTING RELATIONSHIPS

The LAUSD VISTA Leader will report to the LAUSD VISTA Project Managers.

VII. QUALIFICATIONS

Required:

- Ability to attend a required training paid for by the CNCS

- Must have served one year as an AmeriCorps*VISTA
- Ability to work independently and entrepreneurial spirit
- Strong interpersonal, communication and writing skills
- Professional experience in areas such as community organizing, project management and change management
- Experience in parent and/or community engagement
- Exceptional attention to detail, ability to understand systems and perform record keeping, evaluation and follow-up activities
- Demonstrated leadership and organization skills
- Mentoring and training experience
- Commitment and ability to work as a part of a team
- Ability to work evenings and some weekends as required
- Bachelor's or Master's degree(s), particularly in the fields of education, public policy, social work, social sciences and non-profit management.

IX. TO APPLY

Step 1: Apply on-line directly by completing the application at this website: <https://recruit.cns.gov/applyform.asp>

Step 2: Send a cover letter and resume to Jeannette.Soriano@lausd.net with LAUSD VISTA Leader in the subject line.