



SAFE SCHOOL CERTIFICATION

Technical Assistance Specialist

Overview:

Safe School Certification (SSC) is working in partnership with Child Trends, the DC Office of the State Superintendent of Education (OSSE), and the DC Office of Human Rights (OHR) to implement and rigorously evaluate SSC's researched-informed framework to strengthen DC middle schools' capacities to improve school safety and positive school climates. It is being funded by a National Institute of Justice's FY15 Comprehensive School Safety Initiative grant administered through Child Trends. This work builds upon an existing partnership between Child Trends, SSC, and OHR to support the implementation of DC's anti-bullying law, the Youth Bullying Prevention Act of 2012. Work to date has focused primarily on helping education institutions develop compliant written anti-bullying policies. If SSC is demonstrated to streamline prevention within a school, it could fundamentally change the way schools select prevention programming and how they expend valuable resources, allowing them to better utilize time and funding on areas of identified need and capacity.

Technical Assistance Specialists Role:

The Technical Assistance Specialists (TAS) role is directly responsible for helping schools navigate the certification process. Each TAS will support 9 schools. The TAS will be employed by Child Trends' for the duration of the grant working out of our Bethesda, MD office.

Typical Duties and Responsibilities:

- Serves as a resource and project manager for each assigned school, focused on building capacity to ensure sustainability throughout certification and after technical assistance concludes.
- Supports schools by helping them develop a thorough understanding of the SSC framework and supporting their efforts to complete each checkpoint and attain certification.
- Conducts site visits to schools
- Develops tailored technical assistance materials and provides guidance and interpretation of data to schools.
- Establishing an online community of practice for participating schools.
- Collaborates with the "Certification and Advisory Board" (CAB) to identify resources for participating schools
- Participates in ongoing implementation evaluations
- Provides on-going regular training to CAB to ensure deep understanding of the rubric used for reviewing portfolios and ensure inter-rater reliability between



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judges.

Qualifications:

- Bachelors in a social science discipline, social work, public policy, public administration, leadership studies or education. Masters strongly preferred.
- Experience working in and/or with schools or local education agencies. Teaching experience in Washington DC strongly preferred.
- Experience providing technical assistance including leading trainings with large groups, both in-person and through web-based technology.
- Expertise and experience in aspects of federal, state, and local education policy and programs that aim to improve school climate and prevent violence.
- Firm grasp of systems that build capacity and sustainability within education institutions such as the Continuous Improvement Process and continuum mapping.
- Experience managing projects that involve multiple phases and stakeholders.
- Excellent writing and editing skills.
- Strong critical thinking skills and ability to work as part of a team.
- Strong ability to translate research and data for non-technical, school-based audiences.
- Ability to travel to schools across Washington, D.C. (must have a driver's license and access to a car).
- Ability to continue in role throughout the course of the grant (through 2019).
- Knowledge of and connections to DC resources that support schools a plus.

How to Apply:

Please complete the application below and upload **one document** containing:

- your resume
- a cover letter
- transcripts
- writing sample
- and three professional references

If you have difficulties with this process please email the materials to recruitment@childtrends.org NO PHONE CALLS PLEASE!

Child Trends, founded in 1979, is a nonprofit, nonpartisan research organization dedicated to improving the lives of children by conducting research and providing science-based information



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to improve the decisions, programs, and policies that affect children. With annual revenue of \$15 million and 125 employees, our clients include federal, state and local government agencies, foundations, and service providers. Our headquarters is located in Bethesda, Maryland, with offices in Minneapolis and Chapel Hill, North Carolina. In 2015 we were recognized as both a [Great Place to Work](#) and listed a 39th in the list of [100 Best Workplaces for Women](#).

[Child Trends is an Equal Opportunity and Affirmative Action Employer.](#) Protected veterans and individuals with disability encouraged to apply.