Job Posting

Contract External Assessor

What is the opportunity?

Prime Time is looking for some external contractors to assess out-of-school (OST) programs for school-age youth with Prime Time standards using the Palm Beach County-Program Quality Assessment (PBC-PQA) tool.

What will you do:

Assess OST programs for school-age youth to evaluate the program quality based on Palm Beach County's Afterschool Standards, write reports based on the results of the observations utilizing a Quality Improvement System (QIS) training and score accordingly, attend meetings and submit validation forms quarterly.

What do you need to succeed?

To be a successful Contract External Assessor with Prime Time; it is important to gain (PBC-PQA) reliability training in using our assessment tools.

Must-have:

- Minimum of an Associate of Arts or Associate of Science degree,
- supplemented by a minimum of five years professional experience in program development and delivery within human services or education.
- Must be computer literate and have excellent writing skills.
- Able to work flexible hours, including evenings.
- Must have a valid Florida driver's license and reliable transportation.
- Must be familiar and comfortable working with diverse populations.
- Must have effective analytical skills for assessing and evaluating.
- Requires travel to OST programs throughout Palm Beach County.
- Must be capable of working under pressure as well as organizing and planning efficiently.
- Receives and follows detailed instructions.
- Must be able to concentrate for extended periods, paying attention to detail.
- Must have a high-level of interpersonal skills.
- Requires corrected vision and hearing to normal range.
- Requires occasional bending, reaching and stretching.
- May be required to demonstrate physical endurance while in constant motion.
- Must be able to stand for extended periods.
- Must be able to endure observing outdoor activities.

- Attend a two-day Racial Equity (REI) training at Prime Time's expense.
- Attend Palm Beach County Public School Emergency Code System Response and Training workshop.
- Complete a Level 2 background screening (as defined by Section 435.04, F.S.) at the School District of Palm Beach County.
- Complete an I-9 form and E-Verify process.
- All contractors will follow the child abuse reporting requirements under Florida law.

Nice-to-have:

A bachelor's degree in human services, health, education or related field supplemented by a minimum of five years professional experience in program development and delivery within human services or education, preferably in an OST environment.

What is in it for you?

The contractor has a unique flexible contract opportunity to work with Prime Time in assessing OST programs and helping us ensure all children in Palm Beach County can succeed in school and in life. The two-day Racial Equity (REI) training and Palm Beach County School Emergency Code System Response and Training workshop is a unique benefit paid for Prime Time.

Job Type: Contract

Contract Payment: The maximum compensation under this agreement is $20,000.00 per year (based on services rendered) at the rate of $200 per assessment, $50 for meeting attendance, $50 compensation for visit cancellations and $25 per hour for review or training. Assessment can range from one to six assessments per week. Most assessments occur from September through May (we may need support over the summer months as well).

Job Location: Boynton Beach, Florida

The closing date to apply for this contract opportunity is: May 31, 2021

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Please make sure to upload a writing sample (of your choice) before completing your application.
To formally apply please use the link below: https://primetimepbc.applicantpro.com/
(No phone calls please)