



Parent Institute for Quality Education

Job Description

Job Title:	Program Development Associate
Incumbent:	
Department:	Program Development
Reports To:	Vice President, Program Development
FLSA Status:	Non-Exempt
Prepared by:	
Prepared date:	May 26, 2021
Approved by:	
Approved Date:	

The Organization:

The Parent Institute for Quality Education (PIQE) is a 501(c) (3) community-based non-profit that provides families with the knowledge and skills essential to partner with schools and communities to ensure their children's full potential. A trusted partner since 1987, PIQE offers parents a variety of hands-on workshops and ongoing supports in 16 languages serving 18,000 families annually across California. As an organization with diversified funding sources and a commitment to data-driven social change, PIQE is uniquely situated to enable states and school districts to maximize new educational delivery models. PIQE engages families directly in evidence-based parent workshops, and through systems-changing policy and advocacy work. Direct service and policy are mutually reinforcing—placing PIQE at the table with unique funding opportunities to create both individual parent and systems change.

The Position:

In pursuit of PIQE's mission, the Program Development Associate will further the vision and strategic capacities necessary for the success of PIQE's Program Development efforts. The purpose of the position is to work as part of the program development team in overall curriculum development, quality management and administrative support.

General Summary or Position Purpose:

The Program Development Associate will be responsible for assisting with the general operations of the Program Development department. In collaboration with the Vice President of Program Development and Curriculum Development Associate, the Program Development Associate will coordinate all aspects of the PIQE curriculum including content development, training of instruction, and evaluation for various PIQE stakeholders.

Essential Duties & Responsibilities: (Other duties may be assigned at the discretion of the Supervisor.)

- Responsible for the direct support, coordination, and implementation of day-to-day administrative and programmatic departmental needs.
- Responsible for assisting in developing, reviewing, and editing PIQE curricula in English, Spanish, and other languages as needed.
- Translate and ensure effective communication of original content of curriculum materials including lesson plans, handouts, exercise materials, and presentations from English to Spanish.
- Collaborate with Vice President of Program Development in strategic planning specific for the program and overall department.
- Collaborate with the Director of Best Practices in the adaptation of PIQE programming for national implementation.
- Oversee the management of program scheduling and implementation across PIQE regions.
- Work collaboratively with regional office staff to disseminate curriculum material and program operation forms.
- Design and implement training of regional staff on the implementation of multiple curriculum and evaluation methods.
- Research and compile information on education trends and best practices, guidance from the California Department of Education, and national district partners to keep curriculum content and materials current and updated by reviewing publications and attending educational workshops.
- Through data analysis and observation, ensure fidelity to the curriculum and methodology.
- Design, train, and support the structures and processes necessary to implement robust data-driven instructional delivery.
- Develop educational, programmatic, and marketing print materials in collaboration with the Director of Policy including brochures, handouts, and flyers.

- Occasional collaboration with the Development department on the development of grant proposals and other fundraising needs.
- Create content for and coordinate annual Professional Development Workshops for staff on family engagement topics including annual retreat, all staff meetings, and special events.
- Oversee the collection and validation of data entered into PIQE's database and submit reports regularly.
- Regularly exercises discretion and independent judgment.
- Occasional weekend/evening work.

Supervisory Responsibilities:

The position may supervise interns, volunteers, and temporary employees, as necessary.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities:

- Bachelor's degree of study in education, counseling, social sciences, or related field.
- Experience working in adult learning extremely desirable.
- Minimum of three years' experience in the educational sector and/or non-profit sector.
- Have strong knowledge of school district structures, policies, procedures and student graduation requirements.
- Fluent bilingual Spanish/English language skills (reading, speaking, writing).
- Excellent written and verbal communication skills with the ability to communicate with team members at various levels including education partners, funders.
- Strong analytical skills with the ability to collect, organize, analyses, and disseminate significant amounts of information with attention to detail and accuracy.
- Strong attention to detail in order to evaluate curricula for accuracy and errors.
- Ability to problem-solve under pressure and in complex situations.
- A methodical and logical approach to planning and organization.
- Ability to create presentations and speak to multiple audiences and clearly communicate with team members.
- Excellent time management skills and a goal-oriented personality.
- Highly organized, detail oriented and skilled at multi-tasking.
- Awareness and understanding of factors supporting and affecting the success of first generation, students of color required.
- Experience with Salesforce Database and Microsoft preferred.

Education and/or Experience:

This position requires a Bachelor's degree or greater in education, counseling, social sciences, or a related field.

Certificates, Licenses, Registrations: A current California Driver's License and current automobile insurance coverage.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk to hear. The employee is occasionally required to lift up to 25 pounds. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The position is offered as a remote position within the state of California.

Note: "The statements herein are intended to describe the general nature and work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer. "