

Edvance Research, Inc. (Edvance) is looking for a qualified individual in Texas to serve as an **ACE Training Consultant** for Texas Education Agency's Afterschool Centers on Education (ACE) grant program funded by the US Department of Education's 21st Century Community Learning Centers (CCLC) program. This position will be on a consultant basis for Edvance and will be paid at a rate of \$5,250 per month, plus reimbursement of travel expenses. This consultant position will be on a contract basis through August 31, 2011. The assigned territory for this position will include the entire state of Texas and it is anticipated the consultant will be required to travel weekly, including overnight travel.

Please note this consultant may not engage in activities that conflict with the interest of the 21st CCLC program in Texas, including but not limited to grant writing, evaluation and technical assistance directly associated with current and future program award cycles. Applicants involved in these types of activities should consider their ability and willingness to cease these types of activities prior to applying.

If you are interested, please send a cover letter, resume or vita and at least three references to:
TEA_21stCCLC@edvanceresearch.com

ACE Training Consultant Summary

The ACE Training Consultant plays a multi-faceted and critical role in supporting the ACE program by coordinating and delivering training based on TEA's annual training priorities to Texas ACE grantees across the state.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Work with TEA, Edvance Research and Texas ACE grantee staff to identify areas and topics where training is required.
2. Identify qualified and available partners and resources that can be utilized to develop and/or deliver training to Texas ACE grantees.
3. Develop, customize or coordinate training and deliver to Texas ACE grantees throughout the state with an emphasis on a train-the-trainer model.
4. Coordinate with Edvance Research staff regarding training logistics, including meeting space, materials and communication with participants.
5. Maintain accurate and detailed documentation on all trainings in a tracking and reporting system maintained by Edvance to provide reporting to TEA.
6. Serve as member of the ACE program Communication Network, including attendance at regional meetings held quarterly.
7. Attend all training and meetings provided by Edvance for 21st CCLC Consultants.
8. Attend and participate in annual 21st CCLC conferences at both the state and federal level.
9. Ability and willingness to travel extensively, including overnight travel.
10. Ability to operate an automobile, possession of a valid driver's license, and insurance.
11. Act in compliance with U.S. Department of Education requirements, i.e., no texting while driving, following travel regulations.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in education-related field required. Master's preferred.
- 3-5 years experience with extended learning, dropout prevention or at-risk youth programs. Direct experience with 21st CCLC preferred.
- 2-3 years experience training and/or working with program leaders.
- Experience with grants, contract compliance, and budget/fiscal experience.
- Demonstrated ability to use software tools (MS Office Suite, SharePoint) and ability to learn other software tools as needed for the delivery of training. Experience with 21st CCLC data collection tools preferred.

- Ability to relate to staff at all levels of an organization.
- Well-developed written and verbal communication skills.
- Plan and organize tasks and time to ensure the judicious completion of all contracted projects and responsibilities with allotted resources.

Edvance Research, Inc. was established in 2005 with a mission to be a leader in the advancement of rigorous education research. We are dedicated to improving student achievement by providing evidence-based research to clients that results in informed decision making and successful outcomes.

Edvance Research is a women and minority-owned business headquartered in San Antonio, Texas. For more information, please visit www.edvanceresearch.com