

VISTA Assignment Description (VAD)

Title: Shelby County Schools Family and Community Engagement VISTA Leader

Sponsoring Organization: Shelby County Board of Education

Project Name: Parent and Community Engagement in Shelby County Schools

Project Number: 14VSSTN002

Project Period: 04/20/2014 - 04/18/2015

Site Name (if applicable):

Focus Area(s)

Primary: Education

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: To help ensure that the students of Shelby County Schools (SCS) receive programs that build the educational, social, and emotional skills needed to help them break the cycle of poverty and attain academic success, the SCS VISTA project will build the capacity of SCS by developing sustainable recruitment and training systems for its parent and volunteer programs.

Objective of the Assignment (*Period of Performance: 08/01/2014-09/30/2014*)

Enhance VISTA project success by supporting recruitment and selection of high quality VISTAs to ensure project success.

Member Activity: Review VADs for clarity, accuracy and consistency and suggest improvements

Member Activity: Research recruitment opportunities and promote position announcement through local avenues

Member Activity: Suggest process for candidate assessment and evaluation that incorporates the VAD in the process

Member Activity: Screen applicants, setting up interviews and participating in interviews

Objective of the Assignment (*Period of Performance: 10/01/2014-05/31/2014*)

Develop and conduct orientation and training to equip VISTAs with knowledge and skills related to the project.

Member Activity: Form a plan with supervisor for on-site orientation and training (OSOT) of VISTAs, manage training logistics, and participate in implementation

Member Activity: Evaluate and report on OSOT to supervisor, defining changes to be made

Member Activity: Identify learning needs of VISTAs and coordinate ongoing PD; maintain PD records for all VISTAs

Member Activity: Facilitate and encourage peer learning among VISTAs

Objective of the Assignment (Period of Performance: 06/01/2014-07/31/2014)

Enhance VISTA project and member effectiveness by facilitating the VISTA team, supporting team members in their work, and monitoring member monthly reports

Member Activity: Conduct one-on-one monthly meetings with each VISTA member to review VAD goals, assess progress, address member needs, etc.

Member Activity: Advise VISTAs in clarifying problems and creating their own solutions, involving the supervisor if the VISTA cannot resolve the issue otherwise

Member Activity: Train VISTA members on the organization's reporting requirements and assist with reporting needs, escalating issues to appropriate

Objective of the Assignment (Period of Performance: 06/01/2014-07/31/2014)

Enhance VISTA project stability and sustainability.

Member Activity: Guide VISTA members in creating their own sustainability manuals to assist subsequent VISTAs with continuing project implementation

Member Activity: Archive all significant materials created and document all procedures for implementing the project, for convenient future retrieval by organization staff, future VISTAs and VISTA leaders

Member Activity: Suggest changes to the program based on challenges and successes VISTAs have experienced

Member Activity: In collaboration with staff members, create and implement a written plan for project sustainability