



Children's Services Council of Broward County

Job Description – Independent Programmatic Consultant (Seasonal)

Job Summary:

This position is for an independent programmatic consultant responsible for performing qualitative programmatic reviews of CSC-funded out-of-school (OST) time programs and services under the oversight of CSC Program Services staff. Consultants must participate in mandatory trainings to ensure understanding and compliance with all CSC programmatic review protocols. During specific times identified by CSC, throughout the school year and summer, consultants will independently schedule site visits and perform reviews in accordance with CSC policies and procedures, complete all required programmatic instruments and activities and submit accurate, timely, and comprehensive program reviews for each assigned site. Independent consultants shall be responsible for meeting all IRS requirements and having access to a computer, Microsoft Office software, and internet accessibility to complete all assignments.

Major Duties and Responsibilities:

Attend all CSC mandatory trainings, including topics covering program service delivery, safety, curricula implementation, inclusion techniques, and programmatic review best practices.

Submit to and pass a level 2 background screening process, which will be reimbursed during the first review season.

Independently schedule programmatic reviews and site visits with provider agencies during prescribed timeframes.

Conduct formal programmatic review activities and programmatic observations to analyze and evaluate programs and all required service components, using tools provided by CSC to ensure compliance with review standards.

Make recommendations and provide technical assistance to improve the quality of service delivery.

Communicate with CSC staff promptly regarding observed health and safety violations or concerns.

Complete and submit all tools and instruments within a scheduled time frame, including, but not limited to:

- Programmatic Reviews
- Site Visit Reports
- Social Skills Performance Measure Reports

Represent CSC in a competent professional manner that supports the mission and vision of CSC.

Experience, Knowledge, Skills, and Abilities:

Minimum requirements for this position include a Bachelor's degree in Education, Social Work, or related field and two (2) years or more of successful experience working with children and youth.

Specialized knowledge and experience in OST programming with expertise in working with children and youth with special needs and/or inclusion programming is preferred.

Must have the ability to communicate effectively, both orally and in writing.

Must have the ability to think and solve problems independently.

Must be knowledgeable and proficient in current computing technologies and software applications appropriate to the position's job responsibilities.

Pay Schedule:

In consideration of the above stated services, the CSC agrees to pay the Consultant according to the following schedule:

Review Season	New Consultant (Completed less than four (4) seasons.)	Established Consultant (Completed (4) four seasons or more.)
School Year Review	\$300	\$325
Full Summer Review	\$325	\$350
Partial Summer Review	\$225	\$250
OST Requirements / Trainings	\$25/hour	\$25/hour
Coaching and Technical Assistance	N/A	N/A

This consideration shall include all costs and expenses and will be paid per site.

*Seasons include school year and summer review.

New: 7/13/13

Revised: 4/5/23