



2018 – 2019 Mandatory Training Dates for CDF Freedom Schools® Partners



In an effort to guarantee program fidelity and quality assurance, all proceeding meeting and training dates are **mandatory**, meaning that the individual role listed is required to be in attendance at the specified meeting. Unforeseen circumstances are the only exception. Please factor the calendar into your planning as staff are identified and secured and ensure that candidates are available to participate in their *full* designated training as indicated below. Late arrivals and/or early departures do not comply with our training requirements.

Date	Meeting / Activity	Participants
November 27, 2018	2019 CDF Freedom Schools Launch Party (Video Conference)	Executive Directors
December 2 – 16, 2018	Registration Opens for the 2019 Executive Director Orientation and Training Meeting	Executive Directors (late registration available at an additional cost: Dec. 17 – Jan. 4)
January 8 – 11, 2019* (arrival by 6 pm on 1/8)	Executive Director Orientation and Training <i>CDF Haley Farm, Clinton, TN and Hilton Hotel, Alcoa, TN</i>	1 st and 2 nd year Executive Directors
February 5 – 19, 2018	Registration Opens for the 2019 Project Director and Site Coordinator Orientation and Training Meeting	1 st and 2 nd year Project Directors and Site Coordinators
March 6 – 10, 2019* (arrival by 6 pm on 3/6)	Project Director and Site Coordinator Orientation & Training Meeting <i>CDF Haley Farm, Clinton, TN and Hilton Hotel, Knoxville, TN</i>	1 st and 2 nd year Project Directors and Site Coordinators
April 1 – 30, 2019	Registration Opens for the 2019 Ella Baker Child Policy Training Institute National Training	<i>Site Coordinators and Servant Leader Interns</i>
May 1, 2019	<i>CDF Freedom Schools Conference Call: National Training Final Preparations</i>	<i>CDF Freedom Schools staff and Executive Directors</i>
May 30 – June 8 (Site Coordinator arrival by 8 pm on 5/31)	Ella Baker Child Policy Training Institute National Training <i>CDF Haley Farm, Clinton, TN University of Tennessee at Knoxville</i>	All Site Coordinators, and 1st and 2nd year Servant Leader Interns
June 5 – 6, 2019 (arrival by 6 pm on 6/4)	Site Testing Manager Training Holiday Inn, Downtown Knoxville, TN	Site Testing Managers

***Special Notes:**

- Dates with an asterisk (*) are subject to change. In the event of change, we will provide a two month notice.
 - Alternative dates for the meetings subject to change are as follows:
 - Executive Director Orientation and Training: 1/15 – 1/19 (*arrival by 6 pm*)
 - Project Director and Site Coordinator Orientation and Training: 3/20 – 3/24 (*arrival by 6 pm*)
- All departures from trainings and meetings should be planned for after 1 PM/EST

Children's Defense Fund Freedom Schools®
Executive Director Position Description

Title: Executive Director

Nature and Scope

CDF's mission is to ensure every child a Healthy Start, a Head Start, a Fair Start, a Safe Start and a Moral Start in life and successful passage to adulthood with the help of caring families and communities. The CDF Freedom Schools® program is a direct service initiative coordinated nationally by the Children's Defense Fund in partnership with local community organizations. It is an educational and cultural enrichment program that provides summer options for children and strengthens family and community involvement.

The mission of *CDF Freedom Schools* programs are to boost student motivations to read, generate more positive attitudes toward learning, increase self-esteem and connect the needs of children and families to the resources of their communities. The program serves children in grades kindergarten through twelfth for six to eight weeks. The activity based Integrated Reading Curriculum, which is aligned to the Common Core State Standards, integrates reading, conflict resolution, and social action, and is designed to promote social, cultural, and historical awareness. A multi-year assessment of *CDF Freedom Schools* program sites continuously demonstrates the effectiveness of the Integrated Reading Curriculum, which has proven to avert children's summer learning loss in reading achievement.

The Executive Director represents the sponsor organization and serves as the fiduciary, managing director and primary contact for the *CDF Freedom Schools* program. The Executive Director is familiar with the culture and dynamics of local communities, committed to the goals of the *CDF Freedom Schools* program and able to work collaboratively with all program constituents. The Executive Director serves as a dependable liaison between local communities and the Children's Defense Fund.

Responsibilities

- Recruit, hire and manage adequate staff to operate program(s) and ensure overall quality as outlined by the standards of the *CDF Freedom Schools* program.
- Oversee all operational aspects and transportation for local program development and implementation.
- Secure funding and adequate space for local program operations.
- Ensure payment of program fees to CDF and payment for all personnel and non-personnel expenses associated with operating local program sites.
- Recruit children and families that are our most vulnerable populations.
- Maintain the safety of all staff and students at the sites.
- Attend all required trainings and ensure all program staff attends required trainings.
- Maintain regular communication with *CDF Freedom Schools* national staff.
- Ensure timely dissemination of information to the appropriate parties.
- Immediately inform the national office of incidents and administrative issues.
- Submit all required personnel documents, data reports, and evaluations to CDF by the required deadline.
- Uphold the program principles as outlined in the Memorandum of Understanding.
- Establish programmatic safeguards and practices which prohibit discrimination or harassment on the basis of race, color, religion, national origin, sex, age, sexual

orientation, gender identity, disability or any other characteristic protected by state laws governing your state.

- Ensure that the *CDF Freedom Schools* Integrated Reading Curriculum is implemented with fidelity.

Qualifications

- Should be current senior level staff at the sponsor organization
- Experience managing programs for children and families
- Administrative leadership skills and experience in managing an intergenerational staff
- Ability to motivate others, pay attention to detail, and lead long-term planning
- Solid commitment to the success and well-being of children
- Excellent written and verbal communication skills

Children's Defense Fund Freedom Schools®
Project Director Position Description

Title: Project Director

Nature and Scope

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The mission of *CDF Freedom Schools* programs are to boost student motivations to read, generate more positive attitudes toward learning, increase self-esteem and connect the needs of children and families to the resources of their communities. The program serves children in grades kindergarten through twelfth for six to eight weeks. The activity based Integrated Reading Curriculum, which is aligned to the Common Core State Standards, integrates reading, conflict resolution, and social action, and is designed to promote social, cultural, and historical awareness. A multi-year assessment of *CDF Freedom Schools* program sites continuously demonstrates the effectiveness of the Integrated Reading Curriculum, which has proven to avert children's summer learning loss in reading achievement.

The Project Director works in conjunction with the Executive Director to manage operations for the *CDF Freedom Schools* program. The Project Director can serve in this capacity for more than one program site for a sponsor organization. The Project Director should have strong leadership skills with empathy for children and their families. The Project Director should be committed to the goals of the program, able to work collaboratively with all program constituents and be familiar with the culture and dynamics of the community.

Responsibilities

- Work with Executive Director to recruit, hire and manage adequate staff to operate program(s) and ensure overall quality as outlined by the standards of the *CDF Freedom Schools* program.
- Work with Executive Director to recruit children and families that are our most vulnerable populations.
- Maintain the safety of all staff and students at their sites.
- Attend all required trainings.
- Maintain the safety of all staff and students at the site.
- Maintain regular communication with the *CDF Freedom Schools* national staff, as appropriate.
- Conduct local training with program staff prior to and after the June Ella Baker Child Policy Training Institute.
- Work in conjunction with site coordinator to check book inventory upon receipt and notify *CDF Freedom Schools* national staff of any discrepancies.
- Submit all required documents to CDF by the requested deadline.
- Ensure that the appropriate program staff inputs child, staff and parent enrollment data in CDF's reporting system.
- Serve as the liaison between the sponsor organization and the program site(s).

- Ensure that the *CDF Freedom Schools* Integrated Reading Curriculum is implemented with fidelity.
- Establish programmatic safeguards and practices which prohibit discrimination or harassment on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity, disability or any other characteristic protected by state laws governing your state.

Qualifications

- Senior level staff with experience managing programs for children and families
- Ability to translate a strategic plan into direct implementation
- Administrative leadership skills and experience in managing an intergenerational staff
- Ability to motivate others, pay attention to detail, and lead long-term planning
- Solid commitment to the success and well-being of children
- Excellent written and verbal communication skills
- Exhibit positive behavior and attitudes; model a mature and professional demeanor.
- Strong appreciation and understanding of individual cultural history and the willingness to be open and respectful of other cultures.

Children's Defense Fund Freedom Schools®
Site Coordinator Position Description

Title: Site Coordinator

Nature and Scope

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The Site Coordinator manages the day to day operations and serves as the supervisor for one *CDF Freedom Schools* program site. It is recommended that the Site Coordinator has served as a *CDF Freedom Schools* Servant Leader Intern and should be capable of leading an intergenerational staff. The Site Coordinator should be committed to the goals of the program, able to work collaboratively with all program constituents and be familiar with the culture and dynamics of the community.

Responsibilities

- Work in conjunction with Project Director to recruit children for the program.
- Work in conjunction with Project Director to recruit, hire, train and manage staff.
- Maintain the safety of all staff and students at their site.
- Ensure proper implementation of the *CDF Freedom Schools* program model by managing daily site activities.
- Attend all required trainings.
- Maintain the safety of all students at the site.
- Serve in a supervisory capacity and the primary contact for the Servant Leader Interns during the June Ella Baker Child Policy Training Institute.
- Work in conjunction with Project Director to check book inventory upon receipt and notify the CDF designee of any discrepancies.
- Work in conjunction with the Project Director or other designee to coordinate afternoon activities, field trips, family engagement initiatives and volunteer responsibilities.
- Work with Servant Leader Interns to identify and schedule guest readers, and lead Harambee.
- Ensure Servant leader Interns have the necessary books, materials and supplies for daily activities.
- Conduct daily debrief sessions in an effort to maintain team spirit, as well as provide technical support and feedback for Servant Leader Interns.
- Observe Servant Leader Interns facilitating Integrated Reading Curriculum lessons and provide constructive feedback frequently.
- Input child, parent and staff enrollment data in CDF's reporting system.
- Maintain regular communication with Project Director.

- Ensure that the *CDF Freedom Schools* Integrated Reading Curriculum is implemented with fidelity.

Qualifications

- Must have completed at least one year of college
- Servant Leader Intern experience at a *CDF Freedom Schools* site is preferred
- Possess strong leadership and management skills
- Exhibit positive behavior and attitude; model a mature and professional demeanor
- Possess excellent written and verbal skills
- Strong appreciation and understanding of individual cultural history and the willingness to be open and respectful of other cultures