**PrepareRI Ambassadors**

Application for 2019-20 Cohort

Summary

* *Purpose:* PrepareRI Ambassadors use their expertise, knowledge, and connections to advance PrepareRI’s goal of building career pathways for all Rhode Island youth.
* *Commitment:* 5 hours per week during the 2019-20 school year
* *Stipend:* $5,000
* *Application Deadline:* May 20, 2019. Applications must be submitted through the [online submission form](https://www.surveymonkey.com/r/PYSMP7K)
* *More information:* [www.prepare-ri.org/ambassadors](http://www.prepare-ri.org/ambassadors)
* *Contact:* wendy.wallace@ride.ri.gov

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# Background on PrepareRI

Prepare Rhode Island (PrepareRI) is one of the most ambitious plans in the nation to improve youth career readiness. It represents a strategic partnership between the Rhode Island government, private industry leaders, the public education system, universities, and non-profits across the state. PrepareRI launched in 2017, after Rhode Island was awarded a New Skills for Youth grant from JPMorgan Chase and the Council of Chief State School Officers (CCSSO).

PrepareRI is built around key priorities:

* **Employer engagement:** Employers will lead the design of career pathway programs.
* **Industry credentials and college credit:** All high school students will graduate with college credit or credentials, so they can walk across the graduation stage and into a career.
* **Work-based learning:** Students will build their career skills through work-based learning experiences with actual employers, such as internships or industry projects.
* **Career & Technical Education** (CTE)**:** Expand CTE programs that provide an industry-recognized credential in a high-wage, high-demand industry.
* **Counseling and career exploration:** Middle school students will discover their passions through career exploration programs, and use that knowledge to build an Individual Learning Plan (ILP).
* **Outcome-focused accountability:** Measure and share information on students’ outcomes to empower all stakeholders to make data-driven decisions.
* **Aligned funding:** Braid state and federal funding streams to more efficiently support quality career pathway programs.
* **Outreach and professional learning:** Make it easy for education and business leaders to advance PrepareRI’s priorities and expand outreach to families and community groups.

Learn more about PrepareRI at [www.prepare-ri.org](http://www.prepare-ri.org).

# Background on the PrepareRI Ambassador Program

## What do Ambassadors do?

The PrepareRI Ambassadors are a select group of education leaders who use their expertise, knowledge, and connections to advance PrepareRI’s goal of building career pathways for all Rhode Island youth.

The Ambassadors have diverse backgrounds, and may be currently working as a superintendent, district administrator, principal, school administrator, teacher, college professor or administrator, community leader, parent or any other position related to youth career pathways.

Ambassadors continue to work full-time in their previous roles but commit 5 hours per week to their Ambassadorship. This time includes doing independent work, attending meetings, and leading sessions at the annual PrepareRI Summits. Ambassadors receive a $5,000 stipend to compensate them for their additional work with PrepareRI.

Ambassadors advance PrepareRI’s goals in three key ways:

* Much of the Ambassadors’ work involves **creating a toolkit** that helps stakeholders in the state implement some component of the PrepareRI Action Plan. This toolkit could take many forms: professional development materials, policy documents, online resources, templates, etc. Ambassadors will work with PrepareRI staff to determine the appropriate toolkit for their project.
* The Ambassadors serve as **policy advisors.** They leverage their expertise to provide feedback and insights to PrepareRI’s core team and their fellow ambassadors.
* Ambassadors are **spokespeople** for PrepareRI. They help spread the goals of PrepareRI through their professional networks and validating the importance of PrepareRI through their endorsement and participation.

See the Responsibilities section below for more details on the expectations for Ambassadors.

## Ideal Applicant Qualities

The ideal PrepareRI Ambassador is:

* **Knowledgeable:** They possess deep expertise in a specific component of the PrepareRI Action Plan and are aware with the implementation challenges involved. They can use this knowledge to provide the PrepareRI team with insights to guide its work.
* **Respected and connected:** They know many of the stakeholders in Rhode Island who would be served by their Ambassador work, and these stakeholders often look to the Ambassadors for advice. The Ambassadors are able to represent and connect with stakeholders that represent the full diversity of Rhode Island’s education landscape, in terms of geography, school type, race, income, language status, etc.
* **Passionate:** Ambassadors believe in the importance of PrepareRI’s work for Rhode Island youth, and are authentic advocates for PrepareRI. This passion leads Ambassadors to persevere when they run into the obstacles that inevitably arise in their work.
* **Results-oriented:** Ambassadors are focused on doing whatever will best serve Rhode Island’s young people. They are committed to solving a particular problem, not to any one solution to that problem. They regularly use evidence to reflect on whether their work is yielding results; if they are not getting results, they are eager to change course and try a different approach.
* **Self-directed:** Ambassadors can successfully carry out their work with minimal oversight from the PrepareRI Team. PrepareRI staff will help guide the Ambassadors and provide feedback, but the bulk of Ambassadors work will need to be done independently. Ambassadors find this autonomy exciting, not daunting.

Applicants could come from many different roles, including (but not limited to): superintendent, district administrator, principal, school administrator, teacher, college professor or administrator, parent or community leader. Ambassadors will be paired with a full-time staff member at RIDE, the Governor’s Workforce Board, or the Office of the Postsecondary Commissioner who will serve as their project lead throughout the year. During the year, the Policy Ambassadors will work with their project leads to develop a toolkit to help with PrepareRI implementation. These toolkits could take a range of forms, and the project leads will help guide the Ambassadors on its development. Visit [www.prepare-ri.org/ambassadors](http://www.prepare-ri.org/ambassadors) to see sample toolkits from the 2017-18 Ambassadors.

## Expectations of Ambassadors

Being a PrepareRI Ambassador is a part-time commitment, allowing educators to remain in classrooms and schools while influencing state-level policy decisions and developing tools to support peers. PrepareRI Ambassadors will be expected to:

1. **Commit an average of 5 hours per week to the Ambassador program.** This time will be spent doing the work outlined in this document.
2. **Create a toolkit for stakeholders statewide.** Working with full-time members of the PrepareRI team, Ambassadors will develop a toolkit: a collection of resources that make it easier for their peers statewide to implement part of the PrepareRI Action Plan. The Ambassador will determine the focus and scope of the toolkit in consultation with their Project Lead and the Ambassador Manager.
3. **Participate in PrepareRI Ambassador cohort meetings.** Ambassadors will meet as a cohort every two weeks throughout the year of the Ambassadorship. (The Ambassador Manager will indicate the precise meeting schedule.)Attendance at these meetings areb mandatory, and Ambassadors are allowed to miss **no more than three** meetings, unless the Ambassador Manager has made special dispensation. During these meetings, Ambassadors will receive professional development, guidance and support with their project, and participate in discussions with the Ambassador cohort.
4. **Participate in PrepareRI meetings relevant to their projects.** The Ambassadors will become a crucial member of the PrepareRI Team and are therefore expected to attend key meetings relevant to their toolkit. These meetings may be with the Ambassador Manager or other members of the PrepareRI team. (Ambassadors are not expected to attend *all* PrepareRI meetings; rather, they are just expected to attend the ones that the Ambassador Manager suggests will help advance their toolkit.)
5. **Lead breakout sessions at the PrepareRI Summits.** The PrepareRI team holds an annual PrepareRI Summit so that leaders from schools, businesses, colleges, and community groups can collaborate on real, actionable steps to improve career pathways for young people. PrepareRI Ambassadors are expected to lead breakout sessions during the Summits to share their work.
6. **Meet professional expectations.** Ambassadors are expected to meet professional expectations in their interactions with the PrepareRI team, including but not limited to: responding to emails and communications promptly, completing tasks by the deadline, and showing up to meetings on time.
7. **Represent PrepareRI in a positive light.** The Ambassadors are frequently the public face of PrepareRI. They are thus expected to comport themselves professionally and represent PrepareRI positively.

As a recognition of their work, each PrepareRI Ambassador will receive a **$5,000 stipend** for the period of July 2019 to June 2020. This stipend will be issued in a single payment at the end of the Ambassadorship.

If an Ambassador is not meeting these expectations, they will be notified by the Ambassador Manager. If the Ambassador does not address the Ambassador Manager’s concerns, the Ambassador may be dismissed from the program or receive a reduced stipend.

# Application Process

## Application Components

The PrepareRI Ambassador application has five components:

1. Personal Information
2. Project Preferences
3. Essay
4. Resume
5. Reference Letter

The application must be submitted through the online application at [www.prepare-ri.org/ambassadors](http://www.prepare-ri.org/ambassadors). The submission form does not allow applicants to save their work, so applicants should prepare their answers in a separate document and paste them into the submission form when complete.

## Application Timeline

* **April 29:** Application opens
* **May 20, 5:00 pm:** Application deadline
* **Late May/ Early June:** Applicants who advance to the second round will be interviewed by members of the PrepareRI team
* **Late June:** PrepareRI will notify applicants

# PrepareRI Ambassador Application for 2019-20

*IMPORTANT NOTE: The following is a read-only version of the Ambassador Application for 2019-20. Do NOT submit this document. Applications must be submitted through the* [*online submission form*](https://www.surveymonkey.com/r/PYSMP7K)*. Please use this preview to prepare your answers in a separate document and paste them into the online submission form once complete.*

## Personal Information

* Name
* Email
* Current title/role
* Current organization
* School district or LEA (if applicable)
* School type (only fill out if you are based at a school)
  + Elementary school
  + Middle school
  + High school
  + Other: \_\_\_
* Years of work experience (including the current year)
* In no more than two short sentences, summarize your involvement with PrepareRI to date.

## Project Preference

Rank your top 5 preferred projects in order:

1. **FAFSA:** Assist in the development of a statewide FAFSA completion project plan that will span three primary entities: RIDE, OPC, and the College Planning Center. This includes: identifying new partners to assist in moving Rhode Island’s completion rate to >85% in 2020, developing a FAFSA completion toolkit for districts and schools that includes social media graphics, case studies, presentations, how to videos, etc. Ambassadors will also monitor school completion performance, update the completion dashboard, and help secure data sharing agreements as needed.

* Visit <https://www.prepare-ri.org/fafsa> for more information.

1. **Advanced Coursework:** Assist RIDE with the administration of a statewide needs assessment for advanced coursework at the secondary level. Assist with a statewide mapping project, connecting high-wage high demand pathways at the postsecondary level to existing advanced coursework opportunities at the secondary level, and curating a list of opportunities for expansion.
   * Visit <https://www.prepare-ri.org/course-choice-students> for more information.
2. **Work-based Learning:** Expand upon a toolkit that will help educators and administrators expand work-based learning programming in schools. The Ambassador will be primarily focused on service learning, school-based enterprises, and industry projects. The Ambassador will collaborate with middle and high schools statewide to share best practices, as well as create a Transition Plan for students from high school to college.
   * Visit <https://www.prepare-ri.org/wbl> for more information.
3. **Postsecondary Connections:** Work with the public and private colleges in Rhode Island to strengthen the connections between the K12 and postsecondary systems, specifically in relation to the Readiness project. Serve as a liaison to the higher-ed community, ensuring that PrepareRI is represented in the postsecondary space through a stakeholder, communications, and engagement plan.
   * Visit <https://www.prepare-ri.org/colleges> for more information.
4. **Career Technical Education (CTE) Equity:** Work and assist in the planning of 2x/year convening’s of all CTE Equity Grantees, including propose ideas for high leverage speakers and activities focus on either topics of CTE, topics of educational equity and/or their intersection, perform qualitative research on the implementation of these projects (focus groups, interviews, etc.) to determine their impact and highlight best practices. As well as review program-specific and state-wide quantitative data to determine ongoing gaps in CTE participation and achievement, assist the agency in determining which public and private funding could be leveraged to further this initiative Explore alignment to School Improvement, explore alignment to Perkins and provide recommendations for improvements prior to the re-administration of these funds.
   * Visit <https://www.prepare-ri.org/cte-students> for more information.
5. **Career Exploration:** Support PrepareRI’s goal of having 100% of all middle schools offering career awareness and exploration programming by 2020. This will be done through the creation of a toolkit focused on a roll out strategy, communications, and sustainability. Additionally, the Ambassador will help connect educators, students, and other critical stakeholders to opportunities in the career exploration space.
   * Visit <https://www.prepare-ri.org/exploration> for more information.
6. **Individual Learning Plans**: This Ambassador will help school counselors and administrators dive deeper into the ILP curriculum model, providing resources such as screen cast videos, paper tools, and video resources to walk students, teachers, and administrators through the lessons, and assist counselors in determining how to best break down those lessons (this could involve select parts of the model- or the whole model). They will also be responsible for pulling together a listing of all the K12 comprehensive counseling programs as a resource for schools.
   * Visit <https://www.prepare-ri.org/ilp> for more information.
7. **XQ + RI:** Work with stakeholders participating in the XQ+RI Planning Grant Cohort to leverage XQ resources and maximize the user experience. This Ambassador will assist teams throughout the fall and winter with a variety of planning and design opportunities and will be essential to ensuring teams are diverse and highly engaged throughout the process. Stakeholders include students, parents, educators, and community-based organizations who have expressed an interest in supporting the work.
   * Visit <https://www.prepare-ri.org/xqri-rhode-islands-xq-challenge> for more information.

**Computer Science for Rhode Island (CS4RI)**

1. **CS4RI Data:** Create and publish district and school computer science landscape reports using various data sets. Develop processes for automating the generation of the computer science landscape reports by providing timely information for various stakeholders.
   * Visit <https://www.cs4ri.org/> for more information**.**
2. **CS4RI Diversity and Inclusion:** Work with the CS4RI Core Team to help build a more diverse and inclusive computer science culture here in Rhode Island. The Ambassador would work on one of the following projects that best suit their interest and skill set: 1) Identify teacher/student teams that could serve as advocates for CS within their districts, and develop resources to help support the teams in their work 2) Support ongoing PD efforts by developing interactive/online material for teachers who have completed training 3) Collect and analyze CS data to help identify CS equity gaps in districts and develop tool kits to help districts visualize these gaps. When applying, please indicate which strand you would be most interested in and why.
   * Visit <https://www.cs4ri.org/> for more information.
3. **CS4RI:** Work with the CS4RI Core Team to help shape computer science teacher development in Rhode Island. The Ambassador and CS4RI Team will produce a draft proposal to RIDE for a computer science teacher endorsement, and draft guidelines for developing academic computer science pre-service teaching programs at institutions of higher education. ***(2 positions available)***
   * Visit <https://www.cs4ri.org/> for more information.

**Community Focused**

1. **Parent:** Work with parents within the state to be integral for the success of their children. The Ambassador will also create a toolkit focused on ways that parents, educators, administrators, and community leaders can collaborate more effectively to help students transition from high school to college.
2. **Students with disabilities/Differently-abled students:** Advise PrepareRI on how it can modify its programming and strategies to better serve students with disabilities/differently-abled students in high school and college, this includes creating an engagement toolkit.
3. **Latinx Community:** Work with the Rhode Island Latinx/Spanish-speaking community to gain a better understanding of their perspectives around issues that are affecting their community. Establish healthy relationships with influencers within the community, serve as a liaison to this important demographic, and develop an engagement plan for RIDE to use in ongoing interactions with this community. Support translation work as necessary.

1. **Portuguese/Cape Verdean Communities:** Work with the Rhode Island Portuguese/Cape Verdean community to gain a better understanding of their perspectives around issues that are affecting their community. Establish healthy relationships with influencers within the community, serve as a liaison to this important demographic, and develop an engagement plan for RIDE to use in ongoing interactions with this community. Support translation work as necessary.
2. **Arabic Community:** Work with the Rhode Island Arab community to gain a better understanding of their perspectives around issues that are affecting their community. Establish healthy relationships with influencers within the community, serve as a liaison to this important demographic, and develop an engagement plan for RIDE to use in ongoing interactions with this community. Support translation work as necessary.
3. **Southeast Asian Community:** Work with the Rhode Island Southeast Asian population to gain a better understanding of their perspectives around issues that are affecting their community. Establish healthy relationships with influencers within the community, serve as a liaison to this important demographic, and develop an Engagement plan for RIDE to use in ongoing interactions with this community. Support translation work as necessary.
4. **Urban Core:** Work with educators and students to develop a toolkit that will keep them informed on PrepareRI opportunities, as well as a Transition Guide for students from middle to high School.
5. **English Language Learners:** Advise PrepareRI on how it can modify its programming and strategies to better serve English language learners. Create assets that are centered around ELL.
6. **Alternative Learning Plan:** Developing a system and toolkit to assist with on who the state’s Opportunity Youth are including key demographics, where they are located, and the services that are available to them.

Optional: Is there any additional information we should know about your preferences above? For example: "I am only interested in the projects I rated 1-3" or "I am indifferent between the first two projects I ranked."

## Essay

In an essay of no more than 500 words, please answer the following question:

**Why should you be selected as a PrepareRI Ambassador?**

Your answer should:

* Explain how your background, experience, or prior achievements would make you an effective PrepareRI ambassador for your preferred project. (Focus your answer on the 1-2 projects that you ranked the highest in the Project Preferences section above.)
* Explain why you believe you possess the traits described in the “Ideal Ambassador Qualities” section above. Ground your answer in specific evidence or prior experience.

[Attach file]

*Technical notes:*

* *The essay should be uploaded as a PDF with the filename “Ambassador\_App\_SY20\_\_Lastname, Firstname\_Essay”*
* *Make sure your name clearly appears at the top of the document.*

## 

## Resume

Please attach a resume of no more than two pages. The resume should emphasize the components of your experience that would make you a successful Ambassador. For each role in your resume, indicate the impact you had. We are more interested in what you *achieved* in each role (quantified, if possible) rather than the general responsibilities associated with each role.

[Attach file]

*Please save the file as a PDF with the filename “Ambassador\_App\_SY20\_\_Lastname, Firstname\_Resume”*

## Reference

Please attach a professional reference letter to your application. This reference should be no more than a page and should endorse your candidacy as a PrepareRI Ambassador. Ideally, this reference would come from a supervisor. Please note that we may contact the reference to follow up with additional questions.

* Recommender’s name
* Recommender’s email
* Recommender’s organization:
* Recommender’s title:
* Recommender’s relationship to you:

[Attach file]

*Please save the file as a PDF with the filename “Ambassador\_App\_SY20\_\_Lastname, Firstname\_Reference.” (Note the names in the filename refer to your name, not the recommender’s name.)*

## Commitment

If you advance to the next round, would you be available for an interview at RIDE’s offices in early June 2019?

\_\_Yes \_\_ No

*If you selected “No,” please explain how we can interview you:*

I have read the Expectations above. If I join the PrepareRI Ambassador program, I commit to meeting those expectations.

*[Type name in submission form]*