

Job Description
July 1, 2020
j.eberwein

Project Facilitator, Berkshire Remote Learning Initiative

Overview:

The Berkshire County Education Task Force (BCETF), through the Berkshire Regional Planning Commission (BRPC), seeks a part-time **Project Facilitator** for the Berkshire Remote Learning Initiative (BRLI).

Background:

The Berkshire County Education Task Force (BCETF) is a non-partisan group of committed educators, school and civic leaders, and community members dedicated to strengthening public education by *developing community-informed solutions to regional challenges facing Berkshire County public education districts and schools.*

While BCETF efforts to date have been primarily planning, research and modeling, the COVID-19 pandemic has challenged us to act. As such, we are leading the development of a county-wide online/remote learning platform (Berkshire Remote Learning Initiative) intended to support consistent and high-quality remote experiences for students, while digitally connecting educators across the Berkshires. In doing so, we will be prepared for the near and long-term as we collectively navigate these turbulent times – recognizing the uncertainty of future timelines/strategies as relate to social-distancing and lasting/intermittent shutdowns.

Currently, BRLI consists of six districts (Lee, Lenox, Berkshire Hills, Richmond, BART, and North Adams) as partners, with several conducting internal review with their stakeholders. BCETF has committed funds for year one through existing and local funding streams, and is actively raising funds through private, grant, philanthropic and state/federal sources for years two and three. BRLI has selected the CANVAS learning management platform, and the next few months will entail implementation and set-up, intensive training for faculty/staff, and the establishment of a “commons” that will serve as a virtual community space to share/exchange practices, ideas, links and resources.

The BRLI will work in concert with the Berkshire County Education Task Force, the Berkshire County Superintendents Roundtable, and various community agencies/partners.

Job Duties:

The Project Facilitator will, generally, lead the organization, management, and coordination of the BRLI effort. Specific tasks will include:

- Oversight of project budget, payments, contracts, and agreements
- Serve as liaison between CANVAS and districts
- Oversight of CANVAS district set-up and implementation over the coming 20-21 school year
- Development and maintenance of a training schedule and training tools in partnership with the six districts, the Superintendents Roundtable, regional colleges, professional learning networks, and CANVAS/Instructure (the Learning Management provider)
- Sharing and promotion of commonly development training tools, guides, and practices

- Oversight and support for the BRLI Steering Committee, as well as establishment of user group (role type) networks such as technical support, teaching and learning, and district BRLI champions
- Management of the “Commons” in concert with steering committee members and community partners in order to support, organization, curation, and utility of this virtual space
- Support media and project updates via web, written, and interviews
- Provide quarterly updates and progress reports to BCETF and funding agencies
- Onboard additional districts over the coming year
- Support funding applications including grants, foundations, and private donors
- Additional tasks as assigned by the BCETF Project Manager or Executive Committee

Reporting:

The BRLI will report to the BCETF Project Manager or designee and will be employed by the Berkshire Regional Planning Commission.

Employment Conditions:

The BRLI Project Facilitator is expected to work:

- off-site, flexible hours, part-time
- the fiscal 2021 year (July 1, 2020 through June 30, 2021)
- 10 – 16 hours per week
- remotely, with occasion travel (within state recommended guidelines)

Compensation will be negotiated and is targeted at/around \$30/hr. This is an unbenefited position.

To apply:

Please provide an electronic letter of interest and copy of resume, by July 15, 2020, to:
Berkshire Regional Planning Commission at
officeassistant@berkshireplanning.org

Note:

This position and assignment of employment is contingent upon funding.