



CFUM Request for Proposal

CFUM is seeking a qualified educational professional for the development and implementation of a new robust elementary curriculum to increase the literacy levels of the students in our program. Programming also focuses on leadership skills, STEAM, and life and social skills to prepare students for the present and future.

Time needed: 6-12 months with tentative start date of December 1, 2020

Response Due: By 12pm on Monday, November 16, 2020

To: Tony Timm, Executive Director

Phone Number: 515-282-3242

E-Mail address: Email proposals to Tony@cfum.org

Additional Instructions for Responding to this RFP: Please limit contact to individual identified above. Submit your response electronically. Complete all sections without alteration.

Background and Information: The contractor will have overall responsibility to plan, develop, and oversee the design, implementation, monitoring, and evaluation of CFUM K-5 curriculum. The contractor will work closely with the Site Director, Program Assistants and staff from Moulton Elementary School to ensure consistent, excellent quality and positive, strategic impact across programs. This role will advance the mission of CFUM through K-5 programs and represent CFUM positively, professionally, courteously and effectively to external constituents as well as in collaboration with other CFUM staff and the families being served by CFUM.

- Select and/or develop program curriculum and the schedule of programming offered for afterschool time as well as all day when students are out of school.
 - Afterschool time is 2:40 pm – 5:30 pm
 - All day is 6:30 am – 5:30 pm (While DMPS is in a hybrid/virtual model and during Summer and Spring/Fall Breaks)
- Monitor quality of programming and make enhancements as needed.
- Develop programming strategy, plans and goals. Forecast and monitor program expenses.
- Collaborate with and gather input from Moulton teachers and administrators during the development process to promote synergy in the programming complimentary to the schools education on an ongoing basis. Discuss student performance results, school plans, and CFUM updates.
- Lead program staff.
 - Review, update and perform staff and volunteer training and onboarding.
 - Develop and provide oversight on staff lesson plans for all grade levels: K-5
 - Observe staff and provide feedback to improve performance.
- Identify student performance and other metrics that should be continuously monitored, tracked, and reported to Executive Director for dissemination to stakeholders.

Education and Experience:

Required:

- Meet DHS requirements including relevant background checks, etc.
- Bachelor's Degree in education
- 3+ years of successful classroom teaching experience
- Excellent written, oral and interpersonal communication skills
- Outstanding organizational skills
- Ability to function independently as well as an engaged team member
- Ability to manage multiple projects simultaneously and meet deadlines
- Ability to manage sensitive and confidential information with integrity

Preferred:

- Experience supervising program design, development, and implementation
- Experience managing education professionals
- Experience working in nonprofit organization
- Experience with digital learning tools
- Proficiency in Microsoft Office applications, Outlook, and database management

Prior to preparing your submission you may submit written questions or request a 30 minute virtual meeting to answer any questions you may have. Please email Tony@cfum.org with your questions or to schedule a time for a discussion. The deadline for this is Friday, November 6, 2020

Request for proposal responses should include complete answers to each section:

Contractor Name:

Address:

Email:

Phone:

Degree Earned and Institution:

Work history to meet 3+ years successful classroom instruction:

Suggested curriculum:

Previous design/selection and implementation of curriculum:

Please include 3 references with contact information from clients:

Proven results from use of your curriculum:

Time you will need to design and implement:

Please include a proposed budget for initial six months and an additional six months: