

OMB Control No: 0970-0477

Expiration Date: 3/31/2019

### **Job Description**

The Office of Head Start (OHS) manages grant funding and oversees local agencies providing Head Start services. Head Start promotes school readiness of children under 5 from low-income families through education, health, social and other services. OHS publishes between 60 and 100 funding opportunity announcements (FOAs) throughout the year to solicit proposals from organizations to provide Head Start and/or Early Head Start services in local communities.

Accordingly, OHS is seeking Panel Review Chairs to facilitate the evaluation of grant applications during the year. Selected applicants will work on a team of three Grant Reviewers, in collaboration with federal staff, to complete the evaluation of multiple applications within a six day panel review. To do so, Panel Review Chairs will be expected to read a total of approximately 1,300 pages, when serving on a panel review. The Panel Review Chair will facilitate discussions among reviewers for the purpose of synthesizing the reviewers' evaluation of each application's strengths and weaknesses into a written summary.

Qualified Panel Review Chair applicants will have strong facilitation, verbal communication and writing skills, and have the ability to summarize and synthesize detailed analyses of applications.

Applicants will be required to participate in mandatory trainings prior to their final selection and participation in a panel review. Selected Panel Review Chairs will be asked for their availability to participate in panel reviews based on the OHS's annual grant review calendar. Panel Review Chairs must maintain an online profile that is used for review invitation purposes. However, participation in grant reviews is *not* guaranteed. OHS anticipates conducting panel reviews during February and March 2018.

Head Start, Early Head Start, or Early Head Start-Child Care Partnership grantee staff, and current training and technical assistance providers are ineligible to apply.

All work is performed in a virtual environment using a variety of technology systems, web-based panel review management systems, and virtual meeting software and other related online systems.

### **Major Responsibilities**

Read the FOA(s) that correspond to your assigned applications to understand the purpose of the funding announcement, applicant requirements, and criteria to be used to accurately evaluate how each applicant has responded to the requirements of the FOA.

Read applications with a high attention to detail in order to facilitate and guide a factual discussion of an application's strengths and weaknesses.

Facilitate professional discussions among the review team for the purpose of synthesizing the reviewers' evaluation of each application's strengths and weaknesses. Organize and quickly refer to the documented evidence within an application while facilitating the discussion to support a timely resolution of differing opinions.

Communicate your understanding of an application's content, including supporting evidence, to the reviewers and federal staff effectively and respectfully.

Draft a synthesized summary document based on the reviewers' analyses of each application. Ensure the final summary document fully captures the applicant's response to each criterion, incorporating

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content from various portions of the application, as necessary, to fully capture the response to the FOA's requirements.

Track reviewers' participation in group discussions and the quality and/or accuracy of their written analysis; report incidents of low quality participation, in discussions or submitted analysis, to federal staff.

Ensure the completion of each application's evaluation is completed in accordance with the review timeline. Communicate possible deviations from the review timeline to federal staff for approval.

Maintain confidentiality of sensitive data and information.

### **Required Skills**

- Ability to summarize and synthesize information using critical thinking and analytical skills.
- Effective team facilitation and verbal communication skills.
- Ability to complete a high volume of work, as an individual, within specified tight deadlines and timeframes; ability to guide a team to complete a high volume of work within specified tight deadlines and timeframes.
- Self-motivated and self-reliant to work effectively in a highly organized manner.
- Ability to easily function within a variety of technology systems, Internet, virtual meeting software and other related online systems.
- Leadership skills

### **Tools**

- Designated Workspace
- Telephone or cellular phone
- Computer
- Adobe Acrobat Reader
- Reliable high speed Internet access
  - Back-up plan to access the Internet in the event the primary Internet connection is lost during a panel review

### **Qualifications**

- Bachelor's degree or higher in a field related to Organizational Management, Human Services, Administration, Psychology, Social Work, Early Childhood Education, Communication, English, Writing, and/or combination of experience and education.
- Ability to understand the function of a human services program from a broad perspective; including organizational structure and operations, fiscal management, and community partnerships.
- Experience writing essays, literature reviews, abstracts, book reviews, dissertations, policy briefs, scientific research papers, proposal writing, fact checking etc.
- 3+ years experience leading professional projects using a team approach.

### **Additional Desired Knowledge/Skills (Not Required)**

- Knowledge of or experience with early childhood education programs including Head Start, Early head Start, Pre-K, kindergarten etc.
- Prior experience serving as a grant reviewer and/or Chair for a federal agency

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- Bilingual Spanish proficiency with an emphasis on reading comprehension
- Experience with financial management, budget development, fiscal principles etc.
- Knowledge of child care subsidies
- Bilingual Spanish proficiency with an emphasis on reading comprehension

**Honorarium**

- Panel Review Chairs will be compensated \$400 per day

**How to Apply**

TBD

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