Jobs for America's Graduates Indianapolis
Virtual Engagement and Curriculum Design
Request for Proposal

Purpose

Transition Resources Corporation seeks to contract with individuals or entities to support the Jobs for America's Graduates (JAG) Program by reimagining student learning and JAG curriculum to adapt to a virtual environment. Reporting to the Director of Workforce and Career Services and collaborating with the JAG team in Marion County, Indiana the contractor will offer virtual curriculum design, training on learning management systems, and programming for co-curricular events and initiatives to engage students and families online.

Scope of Work

Short Term (Immediate to 3 months)

- Support immediate needs with content delivery for various 2020-2021 "Return to Learn" plans including creating Flex PBLs project-based learning opportunities that can be implemented in a hybrid or virtual format
- Adapt in-person JAG Curriculum to the virtual learning environment creating at least 30 hours of self-paced and engaging career, college, and leadership development focused lessons that align with the JAG competencies and Job Ready Indy Curriculum (See Curriculum Crosswalk Below)
- Create facilitator packets that complement virtual lessons to enable JAG Staff to implement curriculum independently
- Ensure that all curriculum is created through an equity lens speaking to the diverse student population within JAG
- Train and consult with JAG Specialists (teachers of the JAG curriculum) to offer insight into creating engaging virtual lessons
- Assist with the planning and implementation of JAG co-curricular virtual events for the 2020-2021 academic year

Long Term (3-9 months)

- Create at least 50 additional hours of self-paced and engaging career, college, and leadership development focused lessons that align with the JAG competencies and Job Ready Indy Curriculum
- Drive content development into the 2021-2022 academic year
- Research, identify, and communicate virtual learning best practices
- Seek out potential new educational partners and/or resources to support virtual instruction for the JAG Specialists and students

Employment Factors

- 100% remote
- Experienced in career development, instructional design, and K-12 education
- No benefits offered
- Individual or entity would be responsible for creating an appropriate workspace
- Individual or entity would be responsible for necessary equipment/technology and access to perform position adequately, i.e. reliable WiFi, computer, and phone

Instructions to Submit Proposal

Please email your proposal to Kalyn Miller at kmiller@transitionresources.org by 11:59pm on Wednesday, October 28th. Your proposal should answer to the following questions:

- Please list the following contact information for the person submitting this request:
    - Name, Email, Phone Number, Organization Name (or self-employed), Short Bio
- Please list the Name, Email, and Phone Number of at least one reference who can speak to the quality of your work.
- In 300 words or less, please describe your experience or your organization's experience in instructional design.
- In 300 words or less, please describe your experience or your organization's experience in career development, specifically in the K-12 education space.
- Could you or your organization produce a 1099 upon request?

JAG and Job Ready Indy Curriculum Crosswalk

Job Ready Curriculum

Mapping to JAG Competencies

Mindsets	**Personal Skills** - F32 Identify a self-value system and how it affects life. - F33 Base decisions on values and goals. - F35 Demonstrate ability to assume responsibility for actions and decisions. - F36 Demonstrate a positive attitude. - F37 Self Concept, What is it? **Life Survival** - G46 Everyone Has Differences	**Career Development** - A4 Develop a career path for a selected occupation. - A5 Select an immediate job goal. - A6 Describe the condition and specifications of the job goal
Self Management	**Personal Skills** - F32 Identify a self-value system and how it affects life. - F33 Base decisions on values and goals. - F35 Demonstrate ability to assume responsibility for actions and decisions	**Life Survival** - G53 Work Ethics and Behaviors, What are They? - G58 Trust + Respect = Trust + Respect - G59 Where Does My Money Go? **Job Survival** - C17 Demonstrate time management

Learning Strategies	**Basic Competencies** • D21 Comprehend verbal communications. • D22 Comprehend written communications. • D23 Communication writing. • D24 Communicate verbally. ***Workplace Competencies*** • H76 The Information Age	**Personal Skills** • F33 Base decisions on values and goals. • F34 Identify process of decision making. • F35 Demonstrate ability to assume responsibility for actions and decisions ***Life Survival*** • G41 Apply Critical Thinking Skills • G.55 Creative Problem Solving
Social Skills	***Basic Competencies*** • D21 Comprehend verbal communications. • D22 Comprehend written communications. • D23 Communication writing. • D24 Communicate verbally. ***Job Survival*** • C19 Practice effective human relations.	***Leadership and Self Development*** • E26 Demonstrate team membership • E27 Demonstrate team leadership. ***Life Survival*** • G50 Negotiating Conflicts Successfully • G58 Trust + Respect = Trust + Respect
Workplace Skills	***Job Survival*** • C17 Demonstrate time management • C19 Practice effective human relations. ***Workplace Competencies*** • H60 Day In and Day Out • H61 Taking Initiative and Being Proactive • H62 Working Effectively With Other • H64 Good Customer Service	***Basic Competencies*** • D21 Comprehend verbal communications. • D22 Comprehend written communications. • D23 Communication writing. • D24 Communicate verbally.
Launch a Career	***Job Attainment*** • B7 Construct a resume. • B8 Conduct a job search. • B9 Develop a letter of application. • B10 Use the telephone to arrange an interview. • B11 Complete application forms. • B12 Complete employment tests. • B13 Complete a job interview.	***Basic Competencies*** • D21 Comprehend verbal communications. • D22 Comprehend written communications. • D23 Communication writing. • D24 Communicate verbally.