



2020 Children's Defense Fund (CDF) Freedom Schools® FAQs

General Applicant Information

Q. What is the nature and scope of CDF Freedom Schools (CDF FS)?

A. CDF's mission is to ensure every child a Healthy Start, a Head Start, a Fair Start, a Safe Start and a Moral Start in life and successful passage to adulthood with the help of caring families and communities. The CDF Freedom Schools® program is a direct service initiative developed and coordinated nationally by the Children's Defense Fund in partnership with local community organizations. Program goals are achieved through instruction and activities that embody summer program best practices affirmed by a growing body of research (B. McLaughlin and S. Pitcock, *Building Quality in Summer Learning Programs: Approaches and Recommendations*, National Summer Learning Foundation, commissioned by the Wallace Foundation, 2009). A multi-year national assessment of SPPS CDF Freedom Schools program sites continuously demonstrates the effectiveness of the Integrated Reading Curriculum, which has proven to avert children's summer learning loss, and contributes positively to literacy development, social-emotional learning, pride in cultural heritages, leadership development, and parent and community engagement.

Q. What are the CDF FS Sites?

A. Capitol Hill Gifted and Talented Magnet School (Rondo Education Center) 560 Concordia Ave. (55103), and Hazel Park Preparatory Academy 1140 White Bear Ave. (55106)

Q. What are the dates and times of employment?

A. June 15-July 24, 7:45am-3:45pm Mondays-Fridays (no school on July 3)
Weekly Parent Empowerment Workshops typically held on Tuesdays at Capitol Hill and Thursdays at Hazel Park from 4:45-7pm from June 15-July 24 and Grand Finale 5-7:30pm on Friday July 24 at Washington Technology Magnet School- GREAT HALL.

Q. What grades do CDF FS serve?

A. There are three grade levels of scholars: Level 1: K-2; Level 2: 3-5; and Level 3: 6-8

Q. How many hours per day do scholars attend?

A. Seven: 8am-3:15pm Mondays – Fridays June 15-July 24 (no school on July 3)

Q. What are the CDF FS sites enrollment goals?

A. 300 at Capitol Hill and 200 at Hazel Park



Staffing Details

Q. To whom do the CDF FS staff report?

A. CDF FS Executive Director represents SPPS and serves as the national fiduciary, managing director and primary contact for the CDF Freedom Schools program. Duties include responsibility for recruiting, hiring, and managing adequate staffing to operate program(s) components and activities; ensures overall quality as outlined by the standards of the CDF Freedom Schools Model; and oversees all operational aspects for program development, evaluation, and implementation. All staff, consultants, and collaborative partners report directly to the CDF FS Executive Director. CDF FS Site Coordinators work in conjunction with the Executive Director to manage the day-to-day operations and serve as the supervisor for one CDF Freedom Schools' program site. Duties also include maintaining the safety of all staff and students at their site; providing adequate supplies and materials; leading daily debriefing meetings; and serving in a supervisory capacity and the primary contact for the Servant Leader Interns during the June Ella Baker Child Policy Training Institute.

Q. What is the hourly rate of pay for CDF FS Licensed Teachers and other licensed professionals?

A. Steps 0-9: \$28.00 and Steps 10 and above: \$30.24

Q. What is the hourly rate for other CDF FS job positions?

A. It is very important that all staff carefully read job postings on the application website very carefully to get clarity about various pay rates. That is where you will find clear and specific information on each job position.

Q. May a person work more than multiple CDF FS positions?

A. Yes, as long as the hours do not overlap

Q. Can staff take time off during CDF FS?


A. No, staff must be on-site and work the entire session. The Site Coordinator will address all unforeseen circumstances on an individual basis.

CDF FS Professional Development

Q. Is CDF professional development mandatory for employment?

A. Yes, it depends on the position

- Training and Site Prep are scheduled during June 11-13 is mandatory for all staff except Clerks.
- CDF – MN Local Training in May is mandatory for Junior Servant Leaders 2, Servant Leader Interns, and Site Coordinators and preferred for Servant Leader Interns-Advance and other CDF FS staff
- CDF FS Employee Orientation in May is mandatory for all staff (time and location TBA)
- Procedures of National Assessment is mandatory only for CDF FS Site Assessment Coordinators and Site Testing Proctors
- All staff register through PDExpress for 2020 CDF Freedom Schools' professional development.



Q. What staff is required to attend CDF National Training in TN?

A.

- CDF National Ella Baker Child Policy Training Institute in TN (National Training) is mandatory for 1st and 2nd year Junior Servant Leader 2 and Servant Leader Interns on May 30-June 6 and Site Coordinators on May 29-June 6. Does not include travel days. This is an all-expense paid training (travel, room, board, and training materials)
- CDF-MN will provide charter bus transportation, and SPPS will provide room, and board and training materials for 1st and 2nd year Junior Servant Leader 2 and Servant Leader Interns, and airfare, room, board, and training materials for Site Coordinators. Itinerary announced when available to hired staff.
- All staff register through PDEExpress 2020 CDF Freedom Schools classes, and CDF as appropriate.
- All staff required to go to National Training must submit an SPPS Travel Request Form in advance to receive supplemental pay and travel itinerary

Application Procedures

Q. When can people apply to work for CDF FS?

A. Watch for job postings on the SPPS HR website in early February. You can find CDF FS job titles and numbers in “The Bridge” Newsletter too.

Q. How do I apply for CDF FS jobs?

A. Go to www.spps.org > Careers > search jobs and apply > Current employees > login People Soft using your User ID and Password > Main Menu > Self Service > Recruiting Activities > Careers.

Q. How can applicants easily locate the job position they would like to apply for on SPPS’s HR PeopleSoft website?

A. Click on the column above the job numbers to put them in numerical order, and scroll through the list. You may also search CDF Freedom Schools to find jobs. For assistance with the application procedure, please contact SPPS’s HR department at 651-767-8200. For technical assistance call 651-603-HELP or submit a service ticket to SPPS Technology Services online.

Q. Does an applicant need to attach a cover letter, resume, and college transcript to applications?

A.

- A current SPPS employee, attaching a cover letter and resume are optional. If you are asked to do so, you may attach a Word document noting, “I am applying to be an S-Term 2020 (the position you are applying for).”
- Junior Servant Leader Intern 2 must attach a cover letter, resume, unofficial transcript, and 2 references.

Q. Whom may I contact regarding hiring decisions for CDF FS?

A. CDF FS Executive Director makes the final hiring decisions in collaboration with the Site Administrator and Site Coordinators. The Site Coordinators will contact the staff hired for their particular sites. Please contact Rev. Dr. Darcel Hill at darcel.hill@spps.org and 651-387-0869 for more information



Steps after Hire

Current Day Time School Time Employees

- Current daytime school year employees include only people who work in daytime programs as employees of SPPS.
- Current daytime school year employees do not include substitute teachers, teachers who only work during EDL or Evening High School, or teachers who have never worked in SPPS.
- Current daytime school year employees wear the same badge as worn during the school year.

For everyone else (not considered current daytime school year employees) the CDF FS Executive Director and/or Site Coordinators will direct the employee to go to SPPS's HR Department @ 360 Colborne to complete paperwork, get their employee number, and/or get a 2020 S-Term I.D. badge. Details include:

- People need to take specific identification and banking information along when they go to HR to complete paperwork.
- Processing for new hire paperwork (for brand new SPPS employees or those who have not worked in SPPS during the last six months) takes ten business days. The employee is required to go to HR two times: 1.) Fill out paperwork at HR; and, 2.) Get employee number at HR and I.D. badge in the Office of Security and Emergency Management.
- People who have worked in SPPS during the last six months need to make one trip to 360 Colborne to get verification from HR that they have an employee number so they can get their I.D. badge in the Office of Security and Emergency Management.
- Staff traveling to TN must complete an SPPS Travel Request Form, include their employee number, and submit to the CDF FS Executive Director for signature and further District processing.

Thank you for your interest in SPPS CDF Freedom Schools. You are welcome to reach out for additional information about the program and specific job positions.

Rev. Dr. Darcel Hill, Executive Director
CDF Freedom Schools and Freedom Schools Express After School Program

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