2016 Grant Competition Readers/Reviewers/Moderators

Office of Migrant Education, Department of Education

**Deadline:** December 18th, 2015

**Location:** Telework

**Position Type:** Temporary

**Organization Type:** Government Agency

**About the Organization**

The mission of the Office of Migrant Education (OME) is to provide excellent leadership, technical assistance, and financial support to improve the educational opportunities and academic success of migrant children, youth, agricultural workers, fishers, and their families. The OME administers two competitive grant programs that provide academic and supportive services to the children of families who migrate to find work in the agricultural and fishing industries.

The College Assistance Migrant Program (CAMP) assists students who are migratory or seasonal farmworkers (or children of such workers) enrolled in their first year of undergraduate studies at an institution of higher education.

The High School Equivalency Program (HEP) helps migratory or seasonal farmworkers (or children of such workers) who are 16 years of age or older and not currently enrolled in school to obtain the equivalent of a high school diploma and, subsequently, to gain employment or begin postsecondary education or training.

**Duties**

The Office of Migrant Education (OME) is seeking qualified individuals to serve as application readers, second-tier reviewers, or panel moderators in the panel review of the 2016 HEP and CAMP new grant competitions. Although exact dates have not been established, we anticipate conducting the panel review of applications virtually through the Department of Education’s online grant system in mid-March 2016.

The OME panel review process is designed to ensure that each discretionary grant is awarded on the basis of the selection criteria. Therefore, we rely on panel reviewers to critically evaluate all submitted applications to ensure objective and independent scoring and recommendations.

A grant reader reads and scores grant applications based on established selection criteria established by OME. Grant readers will write comments on each section of the application.
A second-tier reviewer assists program staff in reviewing the comments of readers for such things as grammar and spelling correctness, complete sentences, and alignment to selection criteria.

A panel moderator assists OME staff in the panel review by diligently leading and guiding panel discussions.

Qualifications

Application Reader Qualifications
1. An earned postsecondary degree from an accredited institution of higher education.
2. Demonstrated knowledge of, or professional job experience in, addressing needs of seasonal and migrant farmworkers or other disadvantaged student or adult learner groups.
3. Experience in grant-funded project design and management.
4. Highly organized, detailed oriented, with excellent communication skills (written and verbal).

Second-tier Reviewer Qualifications
1. Meeting the Required Qualifications of an Application Reader.
2. Ability to read and provide specific feedback on reader comments to include comments regarding errors in grammar, spelling and sentence construction, thoroughness of explanation, alignment to selection criteria, incongruent scoring statements, consistency of panel scores and scoring miscalculations.
Second-tier reviewers will be asked to examine readers’ comments for other factors based on reader training.
3. Ability to use Microsoft Word or Adobe to provide comments electronically.
4. Produce comments in a timely and efficient manner according to review schedule.

Panel Moderator Qualifications
1. Meeting the Required Qualifications of an Application Reader.
2. Demonstrated knowledge of U.S. educational practices for high school equivalency and/or postsecondary education institutional practices, preferably for, but not limited to, seasonal and migrant farmworkers or other disadvantaged student populations.
3. Demonstrated professional skills in negotiating with differing educational groups or individuals to reach consensus in a professional, timely and efficient manner.
4. Ability to read, for general familiarization, each panel-assigned grant application in order to bring panel readers to their scoring results, and ability to comment on and resolve any incongruent scoring statements, syntax, or scoring calculations in an efficient and timely manner.

Additional Information
Please note that to serve as a grant panelist, a reader must:
  o Have access to a computer with Internet connectivity at any given time and a printer.
  o Commit between 35-56 hours to complete a review of applications on schedule, during a 1-2 week period.
  o Review between 8 to 10 applications assigned to his or her panel and participate in at least three conference calls with the assigned moderator.
• Anyone affiliated with an institution applying for a 2016 HEP or CAMP grant is ineligible to participate as a reader, reviewer or moderator.
• Application readers, second-tier reviewers, and moderators are all required to participate in an online training session before the panel review.

Pay: $150 per application review completed.

Application Instructions

Please email your resume to Mr. Steven Carr, at Steven.Carr@ed.gov by 4:30 p.m. (EST) Friday, December 18, 2015. In your email, please specify if you are applying to be an application reader, second-tier reviewer, or panel moderator. You may not express your interest in more than one.