

# CDF Freedom Schools® Program

## 2018 Ella Baker Trainer Application Instructions

Please email your completed application packet as follows:

To: Shaquité Pegues – [spegues@childrensdefense.org](mailto:spegues@childrensdefense.org)

Copy: Ruby Bridges – [rbridges@childrensdefense.org](mailto:rbridges@childrensdefense.org)

Subject: 2018 Ella Baker Trainer Application Packet - [Insert Your Name]

All application packets must be received by close of business (5:00 pm EST) **Monday, January 1, 2018**. Faxed, late or incomplete application packets will not be considered for the 2018 service year. Applicants should review the Ella Baker Trainer position description and training requirements prior to completing the application.

### **Requirements for a Complete Application Packet**

- 2018 Ella Baker Trainer Application Form**
- CDF Freedom Schools Application Short Essays**
- Cover Letter and Comprehensive Resume**
- Three Required Recommendations:**
  - A. Letter of Recommendation that speaks to your most recent CDF Freedom Schools work experience. This letter should be completed by your *CDF Freedom Schools* supervisor (i.e. Site Coordinator, Project Director, and Executive Director). The letter must be on company letterhead (*if possible*) and include writer's contact information.
  - B. Letter of Recommendation that speaks to your professional and/or academic involvement. The letter must be on company letterhead (*if possible*) and include writer's contact information.
  - C. Letter of Recommendation that speaks to your community involvement. The letter must be on company letterhead (*if possible*) and include writer's contact information.
- Official College Transcript** (*current college students only*) – Applicants currently enrolled in school must submit an official transcript from their current college or university. Cumulative GPAs should reflect a 3.5 or higher.
- Employment Verification** (*all applicants if applicable*) – Applicants with current employment must submit an employment verification letter from their employer. The letter should verify employment and include, at a minimum, the applicant's position, start date, job responsibilities, and brief comments about overall job performance.
- Creative Video Presentation** – Applicants should submit a creative video, not to exceed three (3) minutes. Videos should include:
  - Details about you,
  - Explanation of your interest in the Ella Baker Trainer position,
  - Highlight of skills and talents;
  - Closing statement of why you should be selected.
- Current Headshot Photograph**

Please direct all questions and concerns to Shaquité Pegues at [spegues@childrensdefense.org](mailto:spegues@childrensdefense.org).

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## Children's Defense Fund Freedom Schools® Ella Baker Trainer Position Description

**Title:** Ella Baker Trainer

### Nature and Scope

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 coordinated nationally by the Children's Defense Fund in partnership with local community organizations. It is an educational and cultural enrichment program that provides summer options for children and strengthens family and community involvement. The program serves children in grades kindergarten through twelfth for six to eight weeks. The activity based Integrated Reading Curriculum, which is aligned to the Common Core State Standards, integrates reading, conflict resolution, and social action, and is designed to promote social, cultural, and historical awareness. A multi-year assessment of *CDF Freedom Schools* program sites continuously demonstrates the effectiveness of the Integrated Reading Curriculum, which has proven to avert children's summer learning loss in reading achievement.

College-age young adults and recent college graduates play a key role in the *CDF Freedom Schools* program in the position of Servant Leader Intern. Each *CDF Freedom Schools* Servant Leader Intern serves as the teacher for a maximum of 10 students. Servant Leader Interns have access to further leadership development and networking opportunities geared toward continued direct service and advocacy on behalf of children and families.

### Training Schedule

This position involves some weekend travel and a two-week stay in June 2018 for the *CDF Freedom Schools* National Training. Below are mandatory training and preparatory meeting dates for all 2018 *CDF Freedom Schools* Ella Baker Trainers:

Training	Date	Location
Webinars, conference calls, etc.	Ongoing	Virtually
Orientation & Training	February 22-25, 2018	CDF Haley Farm
National Training Preparatory Meeting	April 26-29, 2018	CDF Haley Farm
<i>CDF Freedom Schools</i> National Training	May 30-June 9, 2018	Univ. of Tennessee & CDF Haley Farm

### Responsibilities

Working under the supervision of the Director of Ella Baker Leadership, an Ella Baker Trainer will:

- Attend all required preparatory trainings, webinars, and conference calls for the Ella Baker Trainer position.
- Attend and carry out assigned duties, activities, and workshops for the required *CDF Freedom Schools* trainings and meetings.
- Train Servant Leader Interns and local *CDF Freedom Schools* staff on the delivery of the Integrated Reading Curriculum and other key components of the *CDF Freedom Schools* program.
- provide technical assistance to sites as requested.
- Collaborate with the national *CDF Freedom Schools* staff to establish, maintain, and facilitate supportive and structured training content and environments for local *CDF Freedom Schools* sites.
- Participate in Site Visit Evaluations as needed/requested.
- Ensure the appropriate use and fidelity of the *CDF Freedom Schools* model curriculum in alignment with the *CDF Freedom Schools* standards and expectations.
- Serve as an extension of the *CDF Freedom Schools* national staff and an advocate for the Leave No Child Behind movement.
- Adhere to policies that address travel, decorum, dress codes, loyalty, responsibilities, use of trademark, etc.
- Complete other duties assigned as requested by the national *CDF Freedom Schools* staff.

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## Qualifications

- Current student or graduate of a college or university.
- Maintain a minimum GPA of 3.5 or higher. (*current students*)
- Maintain full-time employment and be in good standing with employer. (*non-college students*)
- Acquire three (3) years of experience within the *CDF Freedom Schools* program.
- Demonstrate strong interpersonal skills and commitment to the character, humility, integrity, honesty, and servant leadership ethics of Ella Josephine Baker.
- Exhibit a commitment to excellence in all areas of work.
- Demonstrate an ability to motivate others and work as part of an intergenerational team.
- Demonstrate an ability to facilitate large group sessions and workshops.
- Demonstrate a solid commitment to children's advocacy and social justice.
- Demonstrate an ability to be a critical, analytical and creative thinker.
- Exhibit responsible behavior and a positive attitude aligned; model a mature and professional demeanor.
- Demonstrate an ability to work with the *CDF Freedom Schools* team in a collaborative manner.
- Strong appreciation and understanding of individual cultural history and the willingness to be open and respectful of all cultures.
- Demonstrate excellent written and verbal skills.

Ella Baker Trainers are selected as contractors for the *CDF Freedom Schools* program and receive a contractual fee after successful completion of services.

To apply for this position, retrieve instructions and materials on the Children's Defense Fund website.

The Children's Defense Fund is an Equal Opportunity Employer



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## EMPLOYMENT INFORMATION

IN THE SPACE BELOW, LIST YOUR WORK HISTORY

EMPLOYMENT HISTORY	POSITION/TITLE	EMPLOYMENT DATES
_____	_____	_____
_____	_____	_____
_____	_____	_____

ARE YOU EMPLOYED BY A SCHOOL DISTRICT?  YES  NO

IF YES, PLEASE COMPLETE THE FOLLOWING FIELDS:

SCHOOL DISTRICT STATE: \_\_\_\_\_

SCHOOL DISTRICT NAME \_\_\_\_\_

CURRENT POSITION: \_\_\_\_\_

ARE YOU EMPLOYED BY AN EDUCATIONAL ORGANIZATION/COMPANY OTHER THAN A SCHOOL DISTRICT?  YES  NO

IF YES, PLEASE COMPLETE THE FOLLOWING FIELDS:

STATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CURRENT POSITION: \_\_\_\_\_

## CDF FREEDOM SCHOOLS EXPERIENCE

WERE YOU EVER ENROLLED IN A *CDF FREEDOM SCHOOLS* PROGRAM AS A STUDENT?  YES  NO

WHAT ROLES WITHIN THE *CDF FREEDOM SCHOOLS* PROGRAM HAVE YOU HELD? **(CHECK ALL THAT APPLY)**

Leadership Student (or Jr. Servant Leader)

Project Director

Servant Leader Intern

Executive Director

Site Coordinator

Other \_\_\_\_\_

**COMPLETE THE TABLE BELOW TO INDICATE YOUR FULL *CDF FREEDOM SCHOOLS* WORK EXPERIENCE:**

SERVICE YEAR	NAME OF SPONSOR ORGANIZATION	SITE NAME	POSITION HELD	DATE RANGE OF SERVICE
2018				
2017				
2016				
2015				
2014				
2013				
2012				

DO YOU HAVE EXPERIENCE WORKING AT A JUVENILE JUSTICE *CDF FREEDOM SCHOOLS* SITE/FACILITY?  YES  NO

IF YES INDICATE THE YEAR(S) AND THE *CDF FREEDOM SCHOOLS* SITE(S): \_\_\_\_\_

\_\_\_\_\_



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## MAIN ESSAY QUESTION

PLEASE NOTE THAT YOUR RESPONSE SHOULD BE NO MORE THAN 4500 WORDS. THE SELECTION COMMITTEE WILL ACCESS YOUR WRITING ABILITY AND THOROUGHNESS OF CONTENT. RESPONSES SHOULD BE TYPED AND DOUBLE SPACED.

Reflect on the following quotes from Robert Greenleaf and Ella Baker on servant leadership and define servant leadership in your own words, highlighting how you see yourself as a servant leader in the *CDF Freedom Schools movement*. Entitle your essay “Ella Baker, Her Vision, and the Freedom Schools Movement.” *Do not detail Ella Baker’s biography in this essay.*

“The servant-leader is servant first... It begins with the natural feeling that one wants to serve, to serve first. Then conscious choice brings one to aspire to lead. He or she is sharply different from the person who is leader first, perhaps because of the need to assuage an unusual power drive or to acquire material possessions. For such it will be a later choice to serve – after leadership is established. The leader-first and the servant-first are two extreme types. Between them there are shadings and blends that are part of the infinite variety of human nature.” -Robert Greenleaf

“The difference manifest itself in the care taken by the servant-first to make sure that other people’s highest priority needs are being served. The best test, and difficult to administer, is: do those served grow as persons; do they, while being served, become healthier, wiser, freer, more autonomous, more likely themselves to become servants? And, what is the effect on the least privileged in society; will they benefit, or, at least, will they not be further deprived?” - Robert Greenleaf

“I have always thought what is needed is the development of people who are interested not in being leaders as much as in developing leadership in others.” -Ella J. Baker

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ADDITIONAL WRITING PROMPTS – SELECT 3 OF THE FOLLOWING QUESTIONS. RESPONSES SHOULD HIGHLIGHT YOUR BEST WRITTEN COMMUNICATION SKILLS AND OVERALL SUITABILITY AS A CANDIDATE FOR THE ELLA BAKER TRAINER POSITION.

### Experience/Background/Understanding

1. Explain, in detail, how the *CDF Freedom Schools* program helps to fulfill the mission of the Children’s Defense Fund?
2. Describe your understanding of the Ella Baker Trainer position and its significance to the national *CDF Freedom Schools* program?

### Commitment/Dedication

1. Why do you want to dedicate your time to serve in the *CDF Freedom Schools* program as an Ella Baker Trainer? What level of impact do you hope to have while serving in this position and how is it connected to the larger impact you hope to see through the program model?
2. Describe your leadership experiences and how they have prepared you for the Ella Baker Trainer position. Include details on your most recent *CDF Freedom Schools* experience, providing examples of your demonstrated effectiveness as a leader.
3. Describe your strategy for “getting the job done” with integrity, honesty, fidelity, respect and accountability?
4. Briefly discuss a current issue impacting your local community/the nation. How would serving as an Ella Baker Trainer help to bring resolution to the issue? Discuss any efforts you’ve been engaged in and executed towards supporting this specific issue/cause.

### Reflection and Growth

1. What were your personal service goals for your most recent role within the *CDF Freedom Schools* Program? Did you reach your goals? If so, what contributed to your success? If you did not reach your goals, share your reflections on what most significantly contributed to this, and what you plan to do in the future to address those areas?