

# APPENDIX E

## Roles and Responsibilities for Technical Assistance Provider



The primary responsibilities for the Technical Assistance Provider for CTE & STEM/STEAM Integration is to assist with the tier mini-grant planning process, to oversee the mini-grant application process leading to grant distribution, and to serve as the general lead in a community-of-practice of grantees engaged in InnovationMaker3 work and STEM/STEAM workforce development efforts under other grants funded by the CCCCO Workforce & Economic Development Division. The community-of-practice will help its members explore, set up, build out connections to the Maker movement, affect curriculum associated thereof, and/or add student internship component to its Makerspace. Meetings of the community-of-practice will be no less than monthly to set common workplan objectives, monitor progress, problem solve, expand networks, undertake professional development, and exchange ideas and best practices. The community-of-practice shall seek to have CCST play an on-going role to advise and disseminate good practices. The TAP will be expected to secure community-of-practice and collaboration software infrastructure to facilitate interaction (e.g., DNN's Evoq; Basecamp, etc.), pay for web services to extend their presence on the DoingWhatMATTERS.cccco.edu website.

In addition to the Roles and Responsibilities for the Technical Assistance Provider described in the InnovationMaker RFA, and in order to achieve the agreed upon grant performance, the roles and responsibilities of the TAP will include but are not limited to:

### Technical Assistance Providers: Version 2.0

- Act as part of a team of experts in their areas of technical specialty
- Communicate subject expertise with other Key Talent
- Build bridges between system practitioners and K-12 to community college to industry
- Cross-train other Technical Assistant Providers as needed
- Collaborate with other Technical Assistance Providers and Key Talent to better integrate services and expertise
- Convene and facilitate dialogues between colleges and other groups of stakeholders in order to build networks of resources
- Facilitate, participate in key discussions and collect and analyze quality research regarding regional, state and national trends
- Provide consulting and deliver resources in support of Doing What Matters
- Develop information, materials, and resources for all constituencies
- Communicate deliverables to colleges
- Leverage existing resources for increased impact
- Market initiative specific expertise system-wide
- Identify and communicate best and promising practices