



2025 CALL FOR TECHNICAL REVIEWERS

The [Arizona State Board for Charter Schools](#) ("Board") seeks individuals to evaluate applications for new charter operators planning to open in the 2026-2027 school year and beyond. These individuals comprise a Technical Review Panel ("TRP") that reviews and evaluates charter applications and charter applicant capacity, ultimately providing the Board a recommendation of approval or denial for new charter applications.

Why Join Us?

Meaningful Work: Public charter schools offer an important option in the Arizona education landscape. As a Technical Reviewer, you'll use your expertise and experience with charter schools to play a direct role in providing information to the Board in its efforts to provide additional high quality public school options for Arizona students.

Who We're Looking For:

- Individuals that are passionate about improving public education in Arizona through the opening and operation of high quality charter schools;
- Individuals with knowledge and experience with charter schools nationally and in Arizona;
- Individuals that are interested in supporting Board staff to execute our vision of being a model charter school authorizer that ensures access to charter schools with high quality outcomes;
- Current or former charter school authorizing staff;
- High level education policy experts;
- Charter school educators, instructional coaches, curriculum coaches, administrators, etc.;
- Individuals with expertise in charter school financing, business management, and/or charter school operations/compliance.

Reviewer Duties:

Technical Review Panels are composed of teams of three. Each team has a team lead and two reviewers. When assembling teams, Board staff endeavors to balance the background and experience of the members, seeking teams with a balance in the areas of academics, operations, and finances.

As a Technical Reviewer you will:

- Review two to four applications (depending upon the number of submitted applications and a variety of other factors);
- Participate and actively engage in pre-recorded and/or live virtual training regarding application reviews and analysis;

- Independently review and evaluate each assigned application by the assigned deadline;
- Independently complete scoring rubrics for assigned applications, including tracking evidence, rating each area, and composing technical assistance comments addressing deficiencies;
- Actively participate in scheduled TRP consensus calls, working to come to an agreement with team members on the scoring of each application;
- Prepare for and participate in the in-person applicant capacity interview for each assigned application;
- Participate in a team consensus meeting after interviews; and
- Read, review, and provide feedback on the Technical Review Panel's final recommendation report for each assigned application.

Qualifications Preferred:

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of:

- Public charter schools and how they are authorized and regulated
- Statutes, rules, policy, best practices, and challenges that impact K-12 education
- Academic systems in schools, including curriculum, instruction, assessment, and professional development
- The operational systems and management of charter schools
- Charter school budgeting and financial requirements

Skill in:

- Comparing a written response to published evaluation criteria
- Drawing clear and logical conclusions
- Developing, implementing, and evaluating curricular or instructional programs
- Developing, implementing, and evaluating operational and financial systems in charter schools
- Clear, concise, and effective oral and written communication
- Reviewing academic programs to ensure that applicants have a sufficient plan to open a quality school

Ability to:

- Work independently with minimal supervision
- Prioritize work and meet published timeframes
- Complete detail-oriented work
- Confidently use the Google suite of programs, including Google Sheets, Google Meet, and Google Drive

Key Dates: The timeline allows for all parties to execute their roles and present high-quality work products.

2025 Application Cycle Process Timeline*		
Element	Date	Responsible Party
Technical Review Applications Accepted	April 18-25	Prospective TRP Member
Application submission deadline	April 23	Applicant
Notification to TRP Members of Acceptance	April 29	ASBCS
TRP Training (Virtual)	May 1 and 2	ASBCS/TRP Members
Distribute applicant assignments to the TRP	May 5	ASBCS
TRP individual evaluations of initial submission	May 5-28	TRP Reviewer
TRP Consensus Calls (TRP members choose times/dates)	May 9-30	TRP Members
Team Scoring Rubrics due to ASBCS	June 2	Team Lead
TRP individual evaluations of revised submission	July 7-21	TRP Reviewer
TRP Consensus Calls (TRP members choose times/dates)	July 14-28	TRP Members
Team Scoring Rubrics Due to ASBCS	August 6	Team Lead
Capacity Interviews (in-person attendance required)	September 16-18	TRP/ASBCS
Recommendation Reports ready for ASBCS	October 6	Team Lead

*Each individual TRP has the ability to mutually agree to adjust deadlines to meet the needs of its members, provided it can meet the deadlines to deliver documents to Board staff timely.

Compensation:

Team Leads and Reviewers shall furnish all labor, labor burdens, materials (not listed herein), transportation, and insurance. All-inclusive pricing offered; therefore, reviewers will not be reimbursed for any expenses, including travel to Arizona for in-person capacity interviews, which is a requirement.

Reviewer: Reviewer compensation is \$1,600 per completed review of an application package.

Team Lead: Team Lead compensation is \$2,400 per completed application package and Recommendation Report.

Conflict of Interest: If you or an organization you are employed by, associated with, or have contracted with intends to apply for a new charter for the 2025 cycle, you are not eligible to serve as a reviewer. You will have a conflict of interest if you are involved in any of the following regarding applicants or applications for the 2025 application cycle if you:

- helped or will help prepare an application;
- will serve, or were offered a position as an employee, advisor, or consultant with an applicant or its application; and/or
- have a personal financial interest that will be affected by the outcome of any current applications including any family members, employees, or associates of any entity applying for the new charter.

Ready to Apply?

Complete and submit [this Google Form](#) no later than April 25, 2025.

Questions?

Email Rachel Hannah, Deputy Assistant Director of the Arizona State Board for Charter Schools at Rachel.Hannah@asbcs.az.gov.