



CALL FOR TECHNICAL REVIEWERS

Technical Review Panel for 2020 Call for Quality Charters

The Arizona State Board for Charter Schools (“Board”) seeks individuals to evaluate applications for schools opening in the 2021-2022 school year and beyond. These individuals comprise a Technical Review Panel (“TRP”) that vets charter applicants, ultimately providing the Board a recommendation of approval or denial for new charter applications.

Who: Individuals with experience in school leadership, finance, operations, management, and knowledge of local context as each relates to Arizona Charter Schools.

If Interested: Email your resume and clear, concise, and complete responses to the interview prompts provided below by June 26, 2020 to Rachel.Hannah@asbcs.az.gov.

Prompts for all applicants:

- Describe your experience evaluating new charter applications, grants, or a similar process. Include agency names, roles that you played as a reviewer, and your use of evaluation rubrics.
- Describe your experience in school development or improvement, including developing and evaluating curriculum or instructional programs and the effectiveness of those programs in terms of positive outcomes for **all** students (including English Language Learners and students with disabilities).
- Describe your experience developing, implementing, and/or evaluating operational systems in charter schools (e.g. schedules, recruiting, enrolling, staffing, areas supporting student achievement).
- Describe your experience evaluating budgets or financial plans, especially within the education sector. Explain how you ensured these plans aligned with instructional and operational plans and drove student achievement.

Additional Prompt for those interested in serving as a Team Lead: Describe a project that you have managed. Include how you:

- built rapport and communicated with your team;
- built consensus within your team during conflict;
- ensured your team met their deadlines; and
- delivered and presented the results.

Conflict of Interest: If you or an organization you are associated with or have contracted with intends to apply for a new charter for the 2021-2022 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 for the 2021-2022 application cycle:

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

TRP Structure: Each TRP team consists of a Team Lead and two Reviewers. Applications are evaluated by a TRP, where each reviewer works both independently and with the team, completing high-quality deliverables on schedule.



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

2021-2022 Application Cycle Process Timeline*		
Element	Date	Responsible Party
Application submission deadline	July 15	Applicant
View TRP Training Videos	July 17-20 (at a time convenient for you)	TRP Members
Virtual Training/Q & A for Reviewers (two hours maximum)	July 21	ASBCS/TRP Members
Distribute applicant assignments to the TRP	July 22	ASBCS
TRP individual evaluations	July 22-August 7	TRP Reviewer
TRP Consensus Calls (time/date agreed upon by TRP Team)	August 8-August 15	TRP Members
Team Scoring Rubrics due to ASBCS	August 17	Team Lead
Last day for application re-submissions	September 22	Applicant
TRP individual evaluations	Sept 25- Oct 6	Reviewer
TRP Consensus Calls (time/date agreed upon by TRP Team)	October 7-10	TRP Members
Team Scoring Rubrics Due to ASBCS	October 12	Team Lead
Capacity Interviews	November 2	TRP/ASBCS
Recommendation Reports ready for ASBCS	November 20	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.

Reviewer:

Reviewer compensation is approximately \$1,600 per application package. 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.

The primary responsibilities for a Reviewer include:

- Watch, understand, and participate in pre-recorded or live, virtual training for application reviews and analysis
- Individually review and evaluate each assigned application
- Individually complete scoring rubrics for assigned applications, including technical assistance comments addressing deficiencies
- Participate in TRP consensus calls, coming to an agreement on the evaluation of applications
- Prepare for and participate in the in-person applicant interview for assigned applications
- Participate in a team consensus meeting after interviews

Minimum Reviewer Requirements:

- Bachelor's degree
- Basic knowledge of the role of charter school authorizers
- Robust knowledge base with years of experience in the operations, finance, and curriculum/instruction of charter management organizations and charter schools
- Understanding of the measuring and benchmarking performance of a charter school
- Knowledge of effective organizational management of operational infrastructures (e.g. governance, processes, accountability, structures, technology systems, programs, and grants)
- Ability to read and evaluate budgets

Preference is given to candidates with prior experience in evaluating charter applications and/or grant

applications of similar size and scope.





Team Lead Reviewer:

Team Lead Reviewer compensation is approximately \$2,400 per application package. Team Lead Reviewer shall furnish all labor, labor burdens, materials (not listed herein), transportation, and insurance. All-inclusive pricing offered; therefore, team leads will not be reimbursed for any expenses, including travel.

The responsibilities for a Team Lead include all of those listed for a Reviewer and:

- Managing, facilitating, and leading the TRP
- Organizing, scheduling, facilitating, and participating in all discussions for assigned applications
- Compiling scoring rubrics representing team consensus for initial and revised applications with technical assistance comments addressing identified deficiencies
- Leading the preparation of interview prep forms for applications proceeding to the interview stage of the process
- Writing the Recommendation Report with supportive analysis of the application's merits in relation to the criteria for approval and the results from the in-person capacity interview, with a Board recommendation for approval or denial of the application
- Monitoring and ensuring high-quality work from all project deliverables
- Working with Board staff to ensure each step in the review process meets the Board's requirements

The minimum evaluator requirements for a Team Lead include all of those listed for a Reviewer and:

- Demonstrated track record of effective project management skills, scheduling calls and due dates with a team, and monitoring the quality of all process deliverables
- Strong interpersonal skills to develop trust and rapport with a team
- Ability to lead and facilitate interviews
- Strong writing, proofreading, and editing skills coupled with an ability to write clearly and concisely

Preference will be given to candidates with prior experience as a Team Lead in the charter application evaluation process.