



The Board seeks individuals with experience in school leadership, finance and operations, charter management, and local context to evaluate charter applications for schools opening in the 2018-2019 school year and beyond. Technical Reviewers are responsible for vetting charter applicants to ensure the applicants provide objective merit-based analysis with their Technical Review Panel (“TRP”) to ultimately provide the Board a recommendation of approval or denial of the new charter application.

Mission and Background: The mission of the Arizona State Board for Charter Schools (“Board”) is to improve public education by sponsoring charter schools that provide quality educational choices. In order to achieve that mission, the Board has set approving high-quality applications as one of their strategic goals. Board staff members are committed to supporting a rigorous application decision-making process and the established application Technical Review Panels responsible for applying rigorous criteria to provide objective, merit-based analysis for a new charter application.

Structure of the TRP: The TRP is composed of a Team Lead Reviewer and 2 Reviewers. Each new charter application will be evaluated by a TRP, chosen by the Board staff, and works independently and as a team to complete high-quality deliverables on schedule.

Time Commitment and Key Dates

The following represents the timeline for the evaluation process and allows for sufficient time for all parties to execute their roles and present high quality work product.

2017-2018 Application Cycle Process Timeline		
Element	Date	Responsible Party
Application submission deadline	June 23	Applicant
TRP trainings	July 5-6	ASBCS
Application assignments to the TRP	July 10	ASBCS
TRP Individual Evaluations	July 11 – August 4	Reviewer
TRP submit Scoring Rubrics to Team Lead	August 8	Reviewer
Team Lead prep for consensus calls	August 8 – September 17	Team Lead
TRP Conference Consensus Calls	August 14 - 16	Team Lead/TRP
Consensus Scoring Rubrics due to ASBCS	August 18	Team Lead
Last day for Re-Submissions	September 15	Applicant
TRP Individual Evaluations	September 18 - 22	Reviewer
TRP submit Scoring Rubrics to Team Lead	September 22	Reviewer
Team Lead prep for consensus calls	September 25 - 27	Team Lead
TRP Conference Consensus Calls	October 2 - 4	Team Lead/TRP
Consensus Rubrics Due to ASBCS	October 6	Team Lead
Draft Interview prep forms circulated	October 16	Team Lead/TRP
Capacity Interviews	November 7 8	Team Lead/TRP
Report editing, team follow up, ASBCS calls as needed	November 13 - 17	Team Lead
Recommendation Reports delivered to ASBCS	November 20	Team Lead
Board Decisions	December 11	ASBCS

Reviewer:

The primary responsibilities for a Reviewer are as follows:



- Individually review and evaluate each assigned application,
- Participate in training necessary to complete application reviews and analysis,
- Individually complete a preliminary and revised (if applicable) Scoring Rubric evaluation for each assigned application,
- Participate in TRP consensus calls during which the TRP will come to an agreement on the evaluation of each assigned application and create questions for the applicant capacity interview,
- Participate in an in person applicant capacity interview for each assigned application, and
- Participate in a team consensus meeting after the capacity interview.

Minimum Reviewer Requirements:

- Bachelor's degree
- Knowledge of the role of charter school authorizers.
- Robust knowledge base and years of experience with the operations, finance, and curriculum/instruction of charter management organizations (CMOs) and charter schools.
- Understanding with regard to measuring and benchmarking performance of a charter school.
- Knowledge of effective organizational/management and operational infrastructures (e.g. governance, people, processes, accountability, structures, technology systems, program and grant management).
- Effective verbal and written communication skills.
- Ability to read and evaluate budgets.
- Strong interpersonal skills to work within a team.
- Ability to work independently.

Preference will be given to candidates with prior experience in evaluating charter applications and/or grant applications of similar size and scope.

Reviewer compensation is \$1,100 per application package. Reviewer shall furnish all labor, labor burdens, materials (not listed herein), transportation, and insurance. All-inclusive pricing offered.

Team Lead Reviewer:

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

- Managing, facilitating, and leading the TRP,
- Organizing, scheduling, facilitating, and participating in all discussions for each assigned application,
- Compiling a Scoring Rubric that represents the team consensus for each preliminary application with technical assistance comments to address identified deficiencies, and, if applicable, a revised application consensus Scoring Rubric,
- Creating an Interview Prep form for each application proceeding to the interview stage of the application process,
- Leading the preparation of and conduct the capacity interview for each applicant assigned to the team,
- Writing the Recommendation Report,
- Monitoring and ensuring quality work from all project deliverables,
- Working closely with Board staff to ensure the application process meets the Board's requirements, and
- Compiling the final scoring evaluation documents.

Minimum Evaluator Requirements:

- Bachelor's degree
- Knowledge of the role charter school authorizers.
- Robust knowledge base and years of experience with the operations, finance, and



- curriculum/instruction of charter charter schools.
 - Understanding with regard to performance of a charter
 - Knowledge of effective organizational/management and operational infrastructures (e.g. governance, people, processes, accountability, structures, technology systems, program and grant management).
 - Ability to read and evaluate budgets.
 - Demonstrated track record of effective project management skills to schedule calls and due dates with a team and monitor the quality of all process deliverables.
 - Strong interpersonal skills to develop trust and rapport with a team.
 - Effective verbal and written communication skills.
 - Ability to lead and facilitate interviews.
- management organizations (CMOs) and measuring and benchmarking school.

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

Team Lead Reviewer compensation is \$4,000 per application package. Team Lead Reviewer shall furnish all labor, labor burdens, materials (not listed herein), transportation, and insurance. All-inclusive pricing offered.

Reviewer Deliverables: For each new charter application evaluated, the Reviewer will deliver a completed preliminary evaluation Scoring Rubric with technical assistance comments to address identified deficiencies and, if applicable, a completed revised evaluation Scoring Rubric.

Team Lead Reviewer Deliverables: For each new charter application evaluated the Team Lead will deliver:

- A final preliminary evaluation Consensus Scoring Rubric with technical assistance comments to address identified deficiencies and, if applicable, a final revised evaluation Consensus Scoring Rubric,
- A completed Interview Prep form, and
- A Recommendation Report including supporting analysis discussing: the application's merits in relation to the criteria for approval and the results from the in-person capacity interview. Each report provides a Board recommendation for approval or denial of the new charter application