



CALL FOR TECHNICAL REVIEWERS

Technical Review Panel for 2019 Call for Quality Charters

The Arizona State Board for Charter Schools (“Board”) seeks individuals to evaluate applications for schools opening in the 2020-2021 school year and beyond. Technical Reviewers vet charter applicants with their Technical Review Panel (“TRP”), 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.

If Interested: Email your resume and clear, concise, and complete responses to the interview prompts provided below by May 31, 2019 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 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 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 intends to apply for a new charter for the 2020-2021 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 2020-2021 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 the entity applying for the new charter.

TRP Structure: Each team is comprised 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.

2020-2021 Application Cycle Process Timeline		
Element	Date	Responsible Party
Application submission deadline	May 31	TRP Applicant
TRP trainings	June 24-28	ASBCS
Distribute assignments to the TRP	July 8	ASBCS
TRP individual evaluations	July 8- July 22	Reviewer
Team Scoring Rubrics due to ASBCS	July 29	Team Lead
Last day for application re-submissions	August 20	New Charter Applicant
TRP individual evaluations	August 29- September 15	Reviewer
Team Scoring Rubrics Due to ASBCS	September 22	Team Lead
Capacity Interviews	Week of October 21	TRP
Recommendation Reports delivered to ASBCS	November 3	Team Lead
Board Consideration	December 9-10	ASBCS

Reviewer:

Reviewer compensation is a minimum of \$1,600 per application package. Reviewer 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:

- Participate in 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
- Create questions 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
- 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 a minimum of \$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 preliminary and revised applications with technical assistance comments addressing identified deficiencies
- Creating interview prep forms for applications proceeding to the interview stage of the process
- Leading the preparation of and conducting the interviews for assigned applicants
- 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 the application process meets the Board's requirements
- Compiling the final scoring evaluation documents

The minimum evaluator requirements for a Team Lead include all of those listed for 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.