



JOINT BOLLING ANACOSTIA BASE SCHOOL SELECTION PANELIST JOB DESCRIPTION

OBJECTIVE

There is a portion of land on the Joint Bolling Anacostia Base (JBAB) that is to be annexed from the base for the use of a school to serve both local children and the children of military families.

The Joint Bolling Anacostia Base (JBAB) School Selection Panel will be responsible for creating a Request for Proposals (RFP) to field potential operators for a school on this site. In addition, the panel will evaluate these proposals and ultimately select one for recommendation as the school operator.

COMPOSITION OF THE PANEL

The panel shall be composed of six family representatives from the community, and six family representatives (acting in their individual capacity) from the military. In addition, this panel shall be advised by a committee consisting of a representative of FOCUS, a representative of PAVE, charter support organizations, a business community representative, a faith-based community representative, and an elected official.

PANELIST COMMITMENT

Panelists commit to attending semi-monthly meetings August of 2016 through January of 2017. Panelists also commit to preparing for each meeting by completing required reading or any other tasks the panel determines are necessary.

PANELIST CHARACTERISTICS

- Parents of school age children
- D.C. Residents (or base residents, as appropriate)
- Ability to make time commitment to selection process

APPLICATION PROCESS

All applications are due by INSERT DATE HERE.

Applications will be reviewed and scored by members of the advisory committee (see above). At least two members of the advisory committee will interview each of the top 24 candidates in-person and based on a group review of application scores and interviews of the finalist candidates, the panelists will be selected.

Candidates will be notified no later than INSERT DATE HERE of their status via email. Please note, *panelists* will be notified of their selection via email and phone.

PANELIST APPLICATION

Name:		
Address:		
City:	State:	Zip:
Daytime Phone:	Evening Phone:	Email:
# of Children:	Ages of Children:	Schools of Children:
Are you, or is anyone in your immediate family, an employee of a public charter school in DC? If so, who, and which school?		
Why are you interested in serving on this panel?		
What particular knowledge, skills, or abilities will you bring to your panel service?		
Is there anything else we should know to help us in our decision?		

Panelist Job Description

Description

Members of the POST are to actively participate in the Request for Proposal process from its conception to dissemination. Panelists will work collaboratively to draft and finalize a RFP and an evaluative rubric. With the guidance of the advisory board, the POST will oversee the dissemination of the final RFP and respond to school operators that apply. Panelist must commit to attend all meetings as scheduled and complete any assignments outside of the meeting space as needed.

Responsibilities include:

- Attend all scheduled meetings to maintain a consistent working environment; actively participate in discussions and complete all take home assignments
- Research different types of RFPs and rubrics to bring to the team meetings as examples
- Work collaboratively to determine RFP key elements by learning from examples and thinking creatively
- Research other community led RFP processes for school selection to learn from throughout POST process
- Distribute RFP to relevant networks and evaluate respondents on a rolling basis
- Schedule and attend interviews with school operators; provide critical feedback
- Attend community meetings as requested to share updates on the POST project

Skills and Qualifications

- Must be a parent/guardian of school age child(ren)
- Passion and dedication for improving public education for all children
- A team player and work effectively in a group
- Experience with Request for Proposal is a plus
- Leadership capabilities
- Creative and forward thinker
- Knowledge of the East of the River community and its issues
- Communication skills both written and oral
- Ability to problem solve and meet deadlines