

## **Advisory Board Job Description**

### Job Description

The role of the advisory board is to provide technical assistance to the POST for the RFP process. Board members will act as advisors and share their insights and expertise on school selection. The advisory board will meet on a monthly basis. A board member should be present during at least one of the POST monthly meetings; in order to help and assist as needed

### Responsibilities include:

- Meet on a monthly basis to review deliverables from the POST meetings
- Advise POST on the DC Educational Landscape; focus specifically on the needs of the East of the River community to ensure POST has grounding knowledge on the subject matter
- Distribute examples of RFPs and rubrics to the POST to help guide the POST writing process
- Review and provide critical feedback on draft RFPs and rubrics provided by the POST
- Engage support from the DC community for the POST; act as advocates for the POST initiative
- Recruit experts to provide topic-related insight to the POST during the RFP draft process
- Distribute the final RFP to relevant and extended networks for a high response yield of school operators
- Attend informational sessions and other speaking engagements as requested

### Skills and Qualifications

- Understanding of public education in DC; particularly the charter school system
- Experience with Request For Proposal processes
- Familiarity with the East of the River community
- Must be a team player and have some experience with working in a group environment
- Communication skills both written and oral
- Ability to problem solve and meet deadlines
- Experience with working with military families is a plus