

CALL FOR PEER REVIEWERS

On behalf of our customer, the New Mexico Public Education Department (PED), Charter Schools Division (CSD), and in support of the Public Education Commission's New Application process, we are seeking individuals to serve as peer reviewers of applications for new charter schools. The purpose of the new application process is to ensure that only the highest quality applicants, who demonstrate the capacity to operate an effective and high-quality public school, are granted a charter

WHO: SWREC, on behalf of NM-PED is seeking peer reviewers from various professions and backgrounds, with preference given to those with experience in charter schools, including but not limited to:

- team lead (experience with charter school authorizing, high level education policy, or prior peer review team member preferred)
- highly effective or exemplary, licensed New Mexico teacher
- licensed New Mexico administrator
- licensed New Mexico business official

WHAT: Peer reviewers will independently read, score, and provide timely, well written comments, supported by the application submission, the rubric, and relevant laws and regulations. Reviewers must be available to meet virtually or in person to discuss their scoring and comments for the eligible new charter school applications submitted to the New Mexico Public Education Commission via Options for Parents and Families - Charter Schools Division. Each peer reviewer will have between one and four applications to review. Final numbers will depend on the number of applications submitted.

COMPENSATION: Peer reviewers will be compensated for their time and service. Compensation amounts are to complete the scope of work and expectations per application for each team member. Peer reviewers will be paid \$1200 per application, which includes both scoring the written application and conducting the capacity interview. Team Leads will receive an additional \$400 per application as they have additional duties and responsibilities

SCOPE OF WORK:

- Attend ~1 – 1.5 hour training session online on June 2, 2021
- Individually review and score written application(s) for potential new state charter school(s) in June and submit those to Team Lead and Charter Schools Division (CSD)
- Attend online consensus meeting(s) with rest of team, scheduled by Team Lead
- Team Lead must provide consensus scoring and completed report to CSD no later than June 25th
- Conduct a capacity interview of the applicant team virtually with video capability during the first two weeks of July; each team member individually scores the responses
- Attend a virtual meeting to reach consensus on the interview scores with the rest of the team, preferably immediately after the interview
- Team Lead must provide the interview consensus scores to CSD no later than July 10th

CONFLICT OF INTEREST:

Please be aware that if you or an organization with which you are associated intends to apply for a new charter in this year's application cycle, you are not be eligible to serve as a reviewer. You will not be considered eligible if:

- You did or will help prepare an application that will be considered in this year's PEC application cycle, regardless of financial interest in the success or failure of that application.
- You have agreed to serve, or you have been offered a position, as an employee, advisor, or consultant with any entity that is applying for a new charter with the PEC in this year's application cycle.
- Your personal financial interest will be affected by the outcome of this year's PEC new charter application cycle, which would include any family members, employees or associates of the entity applying for funding.

If you have any questions about the peer review process, please contact us by email:

lpastran@swrecnm.org

NON-DISCRIMINATION: SWREC solicits reviewers without regard to race, color, national origin, gender, age or disability. Our customer, NM-PED will provide reasonable accommodations for a qualified individual with a disability so that individual might participate in the peer reviewer application process. If you require a reasonable accommodation to apply and participate in this review, please contact the CSD Charter Schools Authorizing Practices Team at charter.schools@state.nm.us no later than **5:00 p.m. Mountain Time, May 12, 2021** to ensure we can facilitate the application process.

IF INTERESTED: To be considered as a peer reviewer, please click the link to register: [LINK](#)

Deadline to Register May 19, 2021. Please be prepared to **upload** your resume and a 1-2 page statement of interest in the application, please indicate how many applications (minimum one; maximum four) you are willing to review. Please upload your ATTACHMENT A: SAMPLE APPLICANT RESPONSE from the attached document.