**CALL FOR PEER REVIEWERS**

**NEW MEXICO CHARTER SCHOOLS PROGRAM**

**SUBGRANT COMPETITION**

**CONTEXT:** The New Mexico Public Education Department (PED), Options for Parents and Families Division (OPF), is seeking individuals to serve as peer reviewers for the Fiscal Year (FY) 2018 New Mexico Charter Schools Program (NMCSP) Subgrant competitions. The purpose of the NMCSP subgrant program is to improve the academic performance the New Mexico charter sector by creating 22 new high-quality charter schools and growing 8 high quality schools over the next 5 years. This is a competitive subgrant program that provides funds for the opening of new charter schools and the replication and expansion of high-quality charter schools.

**WHO:** We are seeking peer reviewers who meet one or more the following qualifications:

* former or current charter school authorizer or authorizing staff, or high level education policy expert
* 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, as well as be available to meet virtually or in person to discuss their scoring and comments, for the eligible subgrant applications submitted to the PED under the NMCSP. Compensation will be provided for the time and services of the peer reviewers.

**REQUIREMENTS:** In addition to the skills, attributes and expertise highlighted above, peer reviewers must also meet the following requirements:

* **Availability:** Reviewers will need to dedicate between 20 - 50 hours to the review process. This general time estimate includes participation in an orientation session by conference call prior to evaluating the applications, time for reading, scoring, developing comments, and discussing assigned applications. The reviews will be completed between late-February and mid- to late-March.
* **Tools:** Each reviewer must have access to the Internet, a phone, a computer, a printer and have the ability to interact within the web environment.
* **Quality of review:** Each reviewer must provide detailed, objective, constructive, and timely, well written reviews for each assigned application. These reviews will be used to recommend applications for funding. They will also be shared with each applicant and the comments regarding winning applicants will be available to the general public following the reviews.

**IF INTERESTED:** To be considered as a peer reviewer, email your resume and a 1-2 page statement of interest to [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us). The statement of interest should answer the following questions:

* What are the hallmarks of a high-quality charter school?
* Currently, how effective is New Mexico’s charter sector?
* How would you improve New Mexico’s charter sector?
* Why do you want to participate in the peer review process for the NMCSP?

The requested information must be provided by **Friday, February 16, 2018 at 5:00pm Mountain Time**. **Please do not exceed five-pages maximum for resumes.**

**CONFLICT OF INTEREST:** Please be aware that if you or an organization with which you are associated intends to apply for a subgrant under any the NMCSP 2018 competition, you are not be eligible to serve as a reviewer.

As a reviewer, you will have a **conflict of interest** if:

* You did or will help prepare an application that will be considered for an NMCSP subgrant in FY2018, 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 an NMCSP subgrant in FY2018.
* Your personal financial interest will be affected by the outcome of the 2018 NMCSP subgrant competition, 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: [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us).

**NON-DISCRIMINATION**: The PED solicits reviewers without regard to race, color, national origin, gender, age or disability. The 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 NMCSP Grant Review Team at [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us) no later than **5:00 p.m., Wednesday, February 14, 2018** to ensure we can facilitate the application process.

**PROGRAM INFORMATION:** For more information about the New Mexico Charter Schools Program please email [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us) and request additional information.