



POSITION: Independent consultant to guide and draft elementary school Middle States Accreditation process.

LOCATION: Available for in person meetings in Washington, DC as needed to complete consultancy

Date Posted: 10/26/16

ABOUT CITY ARTS & PREP PUBLIC CHARTER SCHOOL (FORMERLY THE WILLIAM E DOAR JR PUBLIC CHARTER SCHOOL (WEDJ))

Mission: The mission of the City Arts & Prep Public Charter School (City Arts) is to prepare students to succeed in high school and beyond by providing an academically rigorous learning environment enriched by a diverse performing arts program.

Student Body: For the 16-17 school year City Arts has over 500 students enrolled in pre-K through 8th grade. Our current student body is majority African-American and 85% qualify for free/reduced priced lunch. Our students come from across Washington, DC.

SCOPE OF WORK

City Arts is seeking an independent consultant to work alongside our school faculty, staff, leadership, parents, and board members in facilitating our application and receipt of Middle States of Colleges and Schools (MSA) accreditation. The consultant will:

- Review MSA requirements and develop a suggested timeline/workplan for City Arts to complete its accreditation.
- Brief all stakeholders on MSA, the workplan, and their specific role in the accreditation process.
- Guide the school planning committee, including in the creation of action plans.
- Liaise with MSA on behalf of City Arts.
- Draft, coordinate, and analyze meetings, surveys, observation sessions, and focus groups required for the application process.
- Develop and gather required evidence for each standard.
- Prepare application texts and materials for submission, including self-study document.
- Organize and prepare for MSA team site visit.

QUALIFICATIONS

- Experience with the Middle States Accreditation Process
- Knowledge of the DC Public Charter School sector

- Excellent facilitation, project management, and writing skills.

HOW TO APPLY

- Please submit a copy of your resume along with a cover letter explaining how your skills and experience match this consultancy. Please also include in your cover letter your daily consulting rate. These materials can be emailed to: bids@cityartspcs.org