*****Massachusetts Department of***

***Elementary and Secondary Education***

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| Jeffrey C. Riley  *Commissioner* |  |
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The Office of Charter Schools and School Redesign is seeking

qualified volunteers to serve as site visitors for the 2023-24 school year.

All interested in participating are encouraged to apply.

**Why Do We Conduct Site Visits?**

Charter schools are accountable for results. Each school operates under a five-year charter granted by the state, and must demonstrate academic success, organizational viability, and faithfulness to its mission in order to earn the renewal of its charter.

Site visit reports are important components of the body of evidence used by the Commissioner and Board of Elementary and Secondary Education to decide whether the school has demonstrated success and earned the renewal of its charter. The [Charter School Performance Criteria](https://www.doe.mass.edu/charter/acct.html?section=criteria) (Criteria) form the foundation of the site visit process. The [Site Visit Protocol](http://www.doe.mass.edu/charter/acct.html?section=visit) describes the process in detail.

**Why Serve on a Site Visit Team?**

Serving on a charter school site visit team is a unique opportunity to learn more about these public schools and to contribute to this important reform initiative. Your expertise will help provide additional perspective to the accountability review process.

**Who Are We Looking For?**

Please Note: We are seeking to increase the diversity of the pool from which we draw volunteers for school review teams. Through creating a more diverse pool of volunteers, we aim to assemble review teams composed of members with multiple perspectives, expertise, and experiences.

We are looking for CORI-checked professionals from charter and traditional district schools, higher education, and the non-profit sector. We seek volunteers with expertise in areas such as:

| educational leadership | curriculum development | teaching |
| --- | --- | --- |
| K-12 research | special education | English learners |
| assessment and program evaluation | community and family engagement | social and emotional learning |
| non-profit governance | professional development | charter school accountability |

**Requirements for charter school site visitors:**

* Several years of relevant experience in one or more of the areas listed above
* Excellent reading, listening, and analytical skills
* A commitment to drawing conclusions based on clear evidence
* A commitment to the code of conduct contained in the Site Visit Protocol
* A commitment to equity for all students
* An unbiased approach to charter schools
* A completed conflict of interest form for the charter school you will visit
* The ability to travel to charter schools by car or public transportation
* A CORI check within the past three years

Please forward this information to anyone on your staff or professional colleagues who may be a good fit and who are interested in joining a site visit.

**What Happens on a Site Visit?**

On the day of the visit, a Department staff member leads the site visit team, which includes other Department staff and expert volunteers. The team leader provides a brief orientation on the morning of the visit and facilitates each element of the day: conducting focus groups with members of the school community, observing classrooms, and reviewing documents submitted by the school. Your role will be to actively listen and observe, ask questions, and share your perspective on the school with the team. At the end of the visit, the team works together to review the evidence gathered during the visit.

**Please note:** The Department is not responsible for and does not reimburse external site visitors for expenses accrued during the visit.

**Expected Site Visitor Commitment**

After being confirmed for the site visit, each site visitor will engage in some work to prepare for the site visit, which includes an hour-long training Zoom or phone call and one to two hours reviewing documents related to the site visit. The visit itself is typically a full day commitment. After the site visit, external site visitors are expected to review the draft report and provide feedback when it arrives several weeks after the visit.

**Site visitors may earn professional development points (PDPs) for participation:**

The Department can issue PDPs to site visit participants after the visit. Please ask about this option if you are interested.

**If you or a colleague would like to serve on a site visit team, please:**

* **Fill out the interest survey**: <https://survey.alchemer.com/s3/7509456/Charter-School-Site-Visit-Volunteer-Interest-Form-2023-24>
* **Email your most recent resume** to [esther.jeong@mass.](mailto:esther.jeong@mass.)gov
* **Review the Site Visit Protocol**: <http://www.doe.mass.edu/charter/acct.html?section=visit>

Site visits take place between January and May, and individuals who have expressed interest in serving as site visitors will be contacted on a rolling basis throughout the school year to determine availability for specific site visits.