



Request for Proposal: Compliance Management Support (April 5 - July 30, 2017)

Summary: The Achievement School District (ASD) is seeking a contracted employee to ensure ASD and its schools are fulfilling legal requirements through compliant and equitable programs and services by: (1) managing the completion and on-time submission of district and school compliance requirements; (2) leading, coordinating, and implementing comprehensive district legal accountability and monitoring processes; and (3) leading and assisting with federal and state required compliance reporting processes.

Background: The Achievement School District (ASD) serves students in the lowest performing schools of Tennessee by authorizing charter management organizations (CMOs) to directly operate them. Currently, the ASD consists of 33 schools, ran by 14 CMOs. CMOs make school-level decisions in multiple areas, including staff selection, budget allocation, curriculum choice, school policies, partnership development, etc. In exchange for their autonomy, the ASD maintains a “School Performance Framework” that sets clear expectations and holds CMOs accountable for their performance financially, legally, and academically.

The Achievement School District believes that all students deserve equitable access to high quality education options. To further this belief, the Compliance Manager ensures ASD schools are aware of relevant legal requirements, monitors the fulfillment of these requirements, and reports school performance and feedback through the annual district accountability cycle. Currently, school monitoring occurs in three ways: Document Review, Data Collection, and On-Site Audit Visits.

Scope of Work:

- Monitoring
 - Draft a plan for 2017-2018 monitoring legal expectations of CMOs, including additional areas of HR, Response to Intervention, Transportation, MOU adherence, CTE, and other investigations
 - Launch 2017-2018 Beginning of the Year Packet collection, including specifying expectations and submission/review process
- Accountability (Student & Family Rights)
 - Facilitate the data collection and reporting of Operator performance for Q4/EOY metrics
 - Summarize and report final Q4/EOY accountability results
 - Manage network distribution and completion of S&FR noncompliance expectations
- Misc Compliance
 - Lead district submission of State Civil Rights and Bullying Report
 - Lead district/network submission of State-Required corrective actions/citations
 - Assist in the Resolution of Parent and Community Grievances

Available Resources:

- 2016-2017 Beginning of the Year Rubric and Results
- Data Collection and Reporting Documents for 2016-2017 Q1-Q3 and 2015-2016 EOY Report Sample
- Overview of Student and Family Rights (S&FR) Accountability Framework
- 2013-2014 Federal Civil Rights Data Collection Process and Report
- 2015-2016 State Civil Rights and Bullying Report Communications and Report
- 2016-2017 Parent and Community Grievance Protocol
- District templates and prior communications with CMOs



Preferred Qualification(s):

- JD/Master's degree
- Strong process and project management experience with the ability to scale process design to meet output and outcome requirements
- Leadership experience collecting, analyzing, and developing comparative analyses (preferably, through desktop data reviews, onsite observations, survey analysis and stakeholder interviews and focus groups) to inform programmatic accountability decisions
- Ability to produce objective written and verbal assessments of organizations or organizational units using qualitative and quantitative data
- Demonstrated ability to read and analyze State and Federal statutes, policies, and regulations and complex grant/contract requirements in education
- Exceptional written and oral communication, knack for building relationships, and a demonstrated track record of being a team player
- Entrepreneurial spirit, comfort with ambiguity, and creative problem solving ability
- Ability to use MS Office (Word, Excel, Powerpoint, Access) and other computer software

Measures of Success:

- Clear and documented legal expectations for CMOs in the areas of Student Services, Operations, and Special Populations
- Completion of 2016-2017 S&FR monitoring and reporting, including noncompliance follow-up
- On-time submission of other Compliance Reports and Requirements

Proposals:

If you are interested in this project, please submit an official work bid/proposal by **Friday, March 24, 2017** to Chantavia.burton@tn-asd.org. When submitting your proposal, please be sure to address the following:

- Ability to meet the requirements in the scope of work
- Experience with the type of work being requested (please provide examples of similar work and, if possible, similar customers or clients)
- Ability to meet the terms and conditions of the sample contract provided
- Provide your proposed hourly rate cost, the process used to track hours worked and an example of a weekly report of hours worked
- Geographic location and ability to meet weekly and, at times, in person
- Any additional information that would be useful in determining your ability to meet the requirements of the requested data management work.

Also, you must be willing to adhere to a Confidentiality Agreement regarding student data. If you have any questions, please contact [Chantavia Burton](#), Chief of Student Equity and Access, at 901-208-6620.

About the Achievement School District: *In collaboration with parents, community members and educators, the ASD's mission is to fight for justice for students in TN's Priority – bottom 5% performing – schools. We galvanize intervention and local district actions in Memphis, Nashville and Chattanooga to close long-persistent opportunity gaps that our students have historically faced – namely by accelerating academic growth and achievement, success-affirming disciplinary practices and equitable access to post-secondary opportunities.*