

Scope of Work

Charter School Closure Liaison

A part-time and temporary person is needed, **August 2023 through November 2023**, who will have day-to-day contact and be physically present with a school, to **implement a closure plan**.

- Conduct communication w families and staff on the closure process and action steps,
- Inventory all assets and properly dispose of school property (communicating and coordinating with other schools to transfer items—furniture, equipment, curricular materials, etc.),
- Coordinate with CSD, school budget, the school's budget manager and vendors to ensure bills are paid and vendor contracts are closed.
- Ensure and assist with proper transfer of student and staff records; this could include overseeing they are scanned,
- Document all the above and ensure CSD is informed of all actions taken.

The exact number of hours will vary from week to week depending on the tasks (for example, the days that schools will come to pick up materials/furniture on the giveaway asset list will be longer), with a start date in August. The rate of pay is \$40.00 per hour with a possibility to negotiate. This contract should not exceed \$20,000.00.

Qualifications:

- Well organized, detail-oriented
- Persistent and proactive, especially when experiencing barriers (please no "I left a message"; follow up until the task is accomplished)
- Personable and courteous: must maintain a good working relationship with school personnel even while helping shut it down,
- Excellent communication, both written and verbal
- Efficient, able to manage time well; must get work done within set timelines
- Able to travel to Ohkay Owingeh/ Espanola for frequent on-site work.
- Some college is preferred but not required

Please submit an application at the following link:

https://swrec10.formstack.com/forms/csd_charter_school_closure_liaison