

Arkansas Department of Education



2013 Scholastic Audit Application Process



ARKANSAS DEPARTMENT OF EDUCATION

Dr. Tom W. Kimbrell
Commissioner

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Scholastic Audit Team Members:

In Arkansas, we recognize students begin at very different starting points in respect to academic success. However, the finish line is the same for each one: college- and career-readiness. What happens between those mile markers is up to us, the educators.

Therefore, it is imperative we have an education system in place to ensure all students receive the support they need throughout their public school careers to achieve at high levels. The Arkansas Scholastic Audit is the research- and evidence-based tool we use to evaluate “the system” at each school.

As we implement Common Core State Standards and transition to a next generation assessment system, it is critical to consider the implications of these shifts. This year, the state has worked to redesign its accountability system into a more streamlined process that sets ambitious yet achievable goals for all students. The new system focuses state and federal resources on schools most in need of improvement.

Scholastic Audit will be key in the diagnostic review of these schools to ensure accurate conclusions about the root cause of performance.

Schools across the state have found this exercise to be extremely thorough, accurate, occasionally eye opening and almost always helpful. Sometimes the findings are not surprising; sometimes they are painfully obvious but invisible until pointed out by an objective outsider.

Thank you for your interest in supporting the work of the Arkansas Department of Education as a member of our Scholastic Audit team. Your expertise will assist school leaders as they take an objective look at the strengths and weaknesses of their schools in order to capitalize on best practices for the benefit of all students.

Sincerely,

Tom W. Kimbrell, Ed.D.
Commissioner of Education

Four Capitol Mall
Little Rock, AR
72201-1019
(501) 682-4475
ArkansasEd.org

What is a Scholastic Audit?

A scholastic audit is a comprehensive review of the learning environment, organizational efficiency, and academic performance of schools and districts. Audit findings will be used to determine the type and level of support necessary to continuously improve student academic performance in each school and district audited.

How will Schools and Districts be Evaluated?

A scholastic audit team will evaluate schools and districts using documents developed by the Kentucky Department of Education that are supported by research-based strategies. (These documents, with the permission of the Kentucky Department of Education, were revised by the ADE for use by the state of Arkansas.) The audit process results in recommendations unique to each school and district to improve teaching and learning. Schools and districts will be advised to incorporate these recommendations into their Arkansas Comprehensive School Improvement Plan (ACSIP).

How are Schools Selected to Participate in a Scholastic Audit?

Arkansas Public Schools identified as being Priority Schools shall participate in a scholastic audit conducted by the ADE or its designees. Other schools may receive an audit upon request.

Who Should Apply?

- *Active or retired teachers
- *Active or retired school level administrators
- *Active or retired district level administrators
- *Active or retired university/college faculty members
- *Prefer retired within the last two years or previous scholastic audit experience.



What Responsibilities Will a Team Have?

The scholastic audit team shall:

- Make recommendations for assistance to the school and the district.

- Submit a comprehensive report following the site visit to the ADE following the site visit regarding:
 1. the appropriateness for the school's classification,
 2. specific recommendations to improve teaching and learning for inclusion in the school's improvement plan
 3. the evaluation of local school board decisions in the critical instructional areas,
 4. the identification of the assistance and resources needed to assist in the revision of the school improvement plan,
 5. the identification of priorities and strategies, which the school or district may adopt to support the improvement effort , and
 6. the identification of district strengths and limitations of its schools' instructional and organizational effectiveness, where applicable.

Need More Information?

For more information about the scholastic audit process, please contact:

June Haynie
Arkansas Department of Education
Scholastic Audit Unit
Four Capitol Mall, Mail Slot 6
Little Rock, AR 72201
Telephone (501) 683-5780

For a copy of the application, visit the ADE website at <http://ArkansasEd.org>



The Arkansas Department of Education does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

Application
Arkansas Department of Education (ADE)
Scholastic Audit Team Member

Name: _____

Which role group(s) reflect(s) your experience? (Mark all that apply)

	Teacher
	School level administrator
	District level administrator
	University/College faculty member

Which role group would you prefer to represent on the scholastic audit team?

Do you have previous scholastic audit experience? Yes No

When? _____

Present or former employer: _____ Dates of last employment: _____

Work site
(if applicable): _____

Work phone
(if applicable): _____ Ext.: _____

Home Address: _____

Home Telephone: _____ Cell Phone: _____

E-mail Address: _____

Include the following with application:

- * One page resume citing professional experiences and work history
- * Your responses to the "Candidate Self-Assessment Questionnaire" (attached)
- * Your signed "Individual Commitment Statement" (attached)

Confidential Reference Questionnaire:

- * Ensure that one professional reference using the "Confidential Reference Questionnaire" is submitted on your behalf (attached).

Selection Criteria

A selection committee comprised of ADE scholastic audit program personnel will review applications and select participating members. This committee will base the selections on the following criteria:

- * Strength of resume and experience
- * Strength of the candidate self-assessment questionnaire
- * Strength of the confidential reference questionnaire

Candidate Self-Assessment Questionnaire
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Please rate yourself in the following areas by checking the appropriate box
 3=Strong Skills; extensive experience in this area
 2=Moderate Skills; some experience in this area
 1=Novice; limited experience in this area

Skills needed to be an Effective Team Member	3	2	1
Professional Judgment			
Organizational Skills			
Written Communication Skills			
Working with Diverse Groups			
Analyzing and Interpreting Assessment and Other Data			
Working with Parents/Community			
Interpersonal Skills			
Facilitation Skills			
Presentation Skills			
Knowledge in the Audit Standards	3	2	1
Curriculum			
Classroom Evaluation/Assessment			
Instruction			
School Culture			
Student, Family and Community Support			
Professional Growth, Development and Evaluation			
School/District Leadership			
School Organizational Structure and Resources			
Comprehensive and Effective Planning			

Individual Commitment Statement

Please read carefully and sign.

By applying to be a scholastic audit team member, I am agreeing to participate in a selection process. Further, I will respect the integrity and fairness of the process and those associated with it. In the event that I am selected and accept the position of a scholastic audit team member, I agree to perform the duties as outlined in the Scholastic Audit Guidebook.

I agree to:

- Participate in a 3 to 4 day scholastic audit training provided by the ADE September 23-26, 2013 for applicants selected to be Team Leaders and September 23-25, 2013 for applicants selected to be Team Members.
- Be available for scholastic audit work during the months of October 2013 through May 2014. I understand that I may be replaced on a team if I am not able to commit to the full schedule of audits assigned.
- Participate in the audit process of a **minimum of three schools** in accordance with the schedule assigned by the Arkansas Department of Education.
- Spend approximately 4-6 days on-site for each school audit conducted. I understand that the on-site audit begins Sunday evening and includes evenings.
- Assist the team in writing and completing a report of audit findings.

I understand:

- The Arkansas Department of Education, in accordance with state guidelines, will pay for meals, mileage, and lodging for the duration of the scholastic audit training and the actual on-site scholastic audit assignment.
- Team members will receive daily stipends of \$350.00 for participation in the scholastic audit process and daily stipends of \$150.00 for the scholastic audit training experience.
- Team Leaders will receive daily stipends of \$450.00 for leadership roles and additional responsibilities.
- Team Leaders will be required to participate in 3-4 days of additional training at a daily stipend of \$150.00.

Signature: _____ **Date:** _____

How Do You Apply To Serve As An Audit Team Member?

To apply to serve as a scholastic audit team member, complete the attached application and return by mail to:

June Haynie
Arkansas Department of Education
Scholastic Audit Unit
Four Capitol Mall, Mail Slot #6
Little Rock, AR 72201



Persons interested in applying to be on a scholastic audit team should print the entire application, read it carefully to understand the commitment, and follow the instructions for each portion of the process. The application cannot be completed or submitted on-line, but may be downloaded and printed from the on-line document.

The Scholastic Audit Team
Confidential Reference Questionnaire
Important Information--Please Read

Please use this form to submit your recommendation for the applicant regarding the position of a scholastic audit team member. References must be submitted on the original form and copies cannot be accepted. This is confidential and will not be shared with the applicant.

Please mail to:
June Haynie
Arkansas Department of Education
Scholastic Audit Unit
Four Capitol Mall, Mail Slot #6
Little Rock, AR 72201

Full name of the applicant you are recommending for designation as a scholastic audit team member:

Applicant's title/position:

Full name of person completing this form:

Title/Position:

Work Phone:

Relationship to scholastic audit team member applicant:

Supervisor _____ Colleague _____ Other Professional Affiliation _____

How long have you known the applicant? _____

