



REQUEST FOR PROPOSAL (RFP) FOR LEADERSHIP CONSULTANT FOR JACKSON CHARTER SCHOOL IN ROCKFORD, ILLINOIS

Issued: May 31, 2024

I. INTRODUCTION

Jackson Charter School is committed to maintaining a high level of academic excellence for its students. To do so, it is important for those running the school to function at their highest efficiency. The school is looking to bring on an experienced leadership consultant to evaluate how the administrative leadership team works together and to assist in goal setting. The consultant will work with the administrative team, (Executive Director, Director of Climate and Culture, Director of Data and Instruction) of whom run the day-to-day operations at Jackson Charter School. In order for your proposal to be considered, it must meet all the deadlines and requirements outlined throughout this request.

Proposals are due no later than June 10, 2024, at 5:00 P.M. CST

There is no obligation on the part of the Jackson Charter School to reimburse those submitting proposals for the costs of preparing their responses to this RFP.

II. SCHOOL DETAILS

Jackson Charter School is public school in the Rockford Public School District 205. The school welcomes students K-5. The school is managed by several small teams, one of them being the administrative team, which will be the primary focus of the leadership consultant.

III. SCOPE OF SERVICES

The leadership consultant should be comfortable working with a small administrative group. They must be able to assess dynamics within the team and identify potential conflicts. The consultant must be able to articulate proposed solutions for said conflicts and discuss with the team how they can best implement these changes.

The consultant should be able to provide guidance and coaching for the members of the team to create a balance between each member. This consultant should be calm under pressure and be able to foster an environment providing recommendations for each team member on strategies to work together cohesively. The consultant should make recommendations to streamline workplace communication to ensure that the team is working together efficiently.

A copy of the Jackson Charter School Strategic Plan and relevant Job Descriptions will be provided to the consultant. Goals for the administrative team and clear outlines on responsibilities per team member as it relates to specific job descriptions should be included in the recommendations.

Program deliverables will be monthly reporting to the Jackson Charter School Board regarding project objectives and goals. Following completion of the consultation with the team a report outlining benchmarks met and remaining work to be completed shall be presented to the Board.

It is anticipated that the majority of the consultant's work would take place from the end of June to the end of August, approximately 8-10 weeks during the summer with a report prepared in September for presentation to the Jackson Charter School Board.

IV. REQUIREMENTS FOR APPLICATION

1. Curriculum Vitae outlining education, training and experience for all consultants working on the project.
2. Outline of any and all Fees for service.
3. Please include a proposed schedule for group and one-on-one training sessions with the three members of the administrative team as well as a list of any projects or exercises that are suggested as a part of the consultant services.
4. References must be provided identifying a minimum of three previous clients for contact in which consulting services were performed. Prior work in school settings and specifically with school leaders is preferred but not required.

V. PROPOSAL TIMELINE

The RFP will be posted on May 31, 2024. Consideration for this RFP will close June 10, 2024, at 5:00 p.m.

VI. NOTICE TO APPLICANTS

Jackson Charter School is soliciting competitive proposals for leadership consultation services with the qualifications and experience listed throughout this document. Please email or deliver proposals to:

Board Chair Dr. Kenneth Cunningham
c/o Board Attorney Roxanne Sosnowski
Sosnowski Szeto, LLP
roxanne@sosnowskiszeto.com

6735 Vistagreen Way, Suite 300
Rockford, IL 61107

Proposals are due no later than 5:00 pm on June 10, 2024. Proposals will be evaluated following this due date by the Board with a proposal selected at the June School Board meeting.

VII. QUESTIONS/INQUIRIES

Please direct any questions and inquiries to:

Roxanne M. Sosnowski
Board Attorney -Jackson Charter School
815-900-7272
roxanne@sosnowskiszeto.com