

Volunteer Position Description: Classroom Teacher Grant Reviewer



Purpose: Annually, approximately 40 volunteers are needed to serve as application reviewers for the Kappa Delta Pi Classroom Teacher Grant Program, made possible by Judith & Ralph Evans. This review is a competitive non-biased process that relies on the expertise of KDP members who serve as application reviewers.

A minimum of 3 reviewers score each application, using an established rubric, through our online portal. KDP strives to balance the composition of the review panel based on geographical location and industry experience.

Reports to: Development Coordinator

Length of Commitment: 1 month (November 2018 will be the next review cycle)

Expectations: Review between 8–15 grant applications, depending on size of applicant and volunteer pools

Desired Qualifications and Attributes:

- Active KDP members only
- Minimum of five years classroom experience
- Knowledgeable in at least one of the three applicant areas of focus:
 - Classroom project, field trip, guest speaker, or other event activity
 - Classroom manipulatives, books and libraries, or other supplies
 - Student outreach support (e.g., college preparation, special needs, ELL)
- Available to dedicate 4–6 hours to review applications between November 8–30, 2018
- Applicants for the specific review cycle cannot serve as reviewers
- Comfortable conducting the review process online, using the rubric provided by KDP
- Willing to donate your time as a volunteer and understand that there is no monetary compensation for your time served as a grant reviewer.

Key Responsibilities:

- Review applications during identified timeframe using online portal.

Contact the Staff Liaison only if you have specific questions about the position.

Staff Liaison: Sam Tarlton, Development Coordinator

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