



Lead Facilitator

Scope of Position:

Vermont Learning Collaborative (VTLC) is seeking a dynamic and highly experienced Lead Facilitator to provide oversight and leadership to the H.955 merger study group process. This role serves as the primary point of accountability for the statewide facilitation effort. This individual ensures consistency, quality, and statutory compliance across all regional facilitation teams.

The Lead Facilitator assists with recruiting, onboarding and assigning the seven Regional Facilitators. As the lead supervisor of the Regional Facilitators, they will develop shared tools, protocols, and training materials; monitor progress and compliance across all study committees; and serve as the primary point of contact for VTLC leadership, the Agency of Education, and the State Board of Education. The Lead Facilitator may also be available to step in when a regional committee requires additional support. The Lead facilitator shall have extensive knowledge of and experience working in Vermont's public education system as a central office administrator. Additionally, the lead facilitator shall have previous experience with Vermont merger processes (e.g. Act 153 or Act 46).

Key statutory milestones and deliverables:

- All seven facilitators hired and assigned to identified CESA regions by September 1st, 2026
- Facilitators group school districts and supervisory unions to form committees of study and hold their first meeting by October 15th, 2026
- Merger status report in consultation with the AOE submitted by February 1st, 2027
- Merger study reports and articles of agreement due September 1, 2027
- Final recommendations report by Lead Facilitator submitted by January 1st 2028
- Final determinations, results and analysis report by Lead Facilitator submitted by December 1st, 2028

Essential Duties and Responsibilities:

Program Leadership and Coordination

- Serve as the primary lead for the H.955 statewide facilitation program.
- In collaboration with VTLC, develop and implement a program-wide facilitation framework, including shared protocols, meeting templates, data collection tools, and reporting formats
- Convene regular meetings of the regional facilitator cohort to share learning, troubleshoot challenges, and ensure consistency of processes across regions.

- Monitor program-level progress against statutory milestones and flag risks or delays to VTLC leadership and the Agency of Education.
- Maintain a comprehensive program calendar and ensure all statutory deadlines are met.

Supervision and Support of Regional Facilitators

- Participate in the recruitment and selection of seven Regional Merger Study Committee Facilitators in coordination with VTLC.
- Provide onboarding, training, and ongoing professional support to regional facilitators on facilitation techniques, H.955 requirements, Vermont education governance, and reporting obligations.
- Conduct regular check-ins with each regional facilitator to review progress, address challenges, and provide guidance.
- Evaluate regional facilitator performance and address performance concerns in coordination with VTLC leadership.
- Step in to provide direct facilitation support when a regional facilitator is unavailable or a committee requires additional assistance.

Liaison and External Relations

- Serve as primary liaison with VTLC to the Vermont Agency of Education on all matters related to the H.955 facilitation program.
- Coordinate with the Agency of Education to ensure regional facilitators and study committees have access to fiscal analysis, demographic data, and other technical resources.
- Represent in concert with VTLC at relevant legislative, agency, and stakeholder convenings related to the H.955 merger study process.
- Coordinate with legal counsel as needed to ensure good-faith determination processes are consistent with H.955 requirements and legally defensible.

Good-Faith Oversight and Escalation

- Establish a consistent, documented process for regional facilitators to assess and report on district good-faith participation.
- Review and advise on escalated good-faith concerns referred by regional facilitators.
- Communicate good-faith determination outcomes to the Agency of Education and relevant stakeholders as required by law.
- Maintain program-wide records of participation patterns and good-faith determinations.

Reporting and Documentation

- Oversee quality review of all regional Final Reports before submission, ensuring consistency, completeness, and statutory compliance.
- Prepare a program-level summary report as outlined statutorily for VTLC and the Agency of Education at the conclusion of the study committee process.
- Compile and submit required quarterly expenditure reports on facilitator funds as required by H.955.
- Maintain a comprehensive program archive of meeting records, decisions, reports, and correspondence.

Direct Facilitation (as needed)

- Provide emergency facilitation coverage for any regional committee in the event of facilitator vacancy or incapacity.

Knowledge, Skills and Abilities

- Demonstrated ability to build trust and credibility with diverse participants, including elected school board members, superintendents, state officials, and community members.
- Strong leadership and team management skills, including ability to support and develop other facilitators.
- Exceptional organizational and project management skills, including managing multiple workstreams across geographically dispersed teams.
- Ability to remain strictly neutral and impartial in contentious or politically sensitive environments.
- Skill in synthesizing complex legal, financial, and educational information and communicating it clearly to varied audiences.
- Sound professional judgment in ambiguous or high-stakes situations, including good-faith determinations with significant legal and financial consequences for districts.
- Proficiency with virtual collaboration platforms (Zoom, Teams, Google Workspace, or similar).

Qualifications

- 10 year(s) of relevant experience in educational administration, preferably as a superintendent, or district-level director;
- Demonstrated experience leading complex, multi-stakeholder public engagement or deliberative processes;
- Strong knowledge of Vermont's public education governance structure, including supervisory unions, school boards, and the Agency of Education;
- Familiarity with Vermont education law and H.955 / Act 73 requirements, or demonstrated ability to quickly acquire that knowledge;
- Excellent written and verbal communication skills, including experience preparing formal public reports and presenting to boards or legislative bodies;
- Experience facilitating or managing school district consolidation, reorganization, or merger processes in Vermont;
- Experience working with or for Vermont school boards, supervisory unions, and the Agency of Education;
- Knowledge and experience of Vermont's Act 46 (2015) merger process, outcomes, and lessons learned;
- Experience managing state or federally funded program contracts, including compliance and expenditure reporting;
- Familiarity with Vermont's education funding formula and property tax system;
- Master degree in Education, Educational Leadership or related field;
- Citizenship, residency or work visa required.

Job Requirements

This is a contract position. The Lead Facilitator is expected to:

- Begin no later than August 1st, 2026 (possibly sooner) and through December 31st, 2028
- Be available and able to prioritize facilitation work during the peak period of October 2026 through December 2027 and reporting requirements.
- Travel to conduct on site meetings around the state.
- Serve as VTLC's primary point of contact for H. 955 facilitation matters; maintain responsiveness to VTLC, Agency of Education, and regional facilitator inquiries.
- Complete all program deliverables and wind-down documentation through the contract period.

Conflict of Interest Disclosure

The Lead Facilitator is expected to maintain strict impartiality throughout this contract. Accordingly, **persons currently employed by any of the following entities are not eligible to apply for this position:**

- Any Vermont school district, supervisory union, or school board;
- The Vermont Agency of Education or State Board of Education;
- The Vermont Learning Collaborative.

In addition, all applicants must disclose in their cover letter or a separate written statement any actual, potential, or perceived conflict of interest relevant to this position. This includes, but is not limited to, any employment within the past five years, or any current or prior contractual, financial, supervisory, familial, or personal relationship with:

- Any Vermont school district, supervisory union, or school board currently operating within the H.955 advisory district groupings;
- The Vermont Agency of Education or State Board of Education;
- The Vermont Learning Collaborative or its current contractors or board members;
- Any organization with a known financial or advocacy interest in the outcome of school district or supervisory union merger study proceedings.

Disclosure of a prior relationship does not automatically disqualify an applicant. VTLC will review all disclosures and make eligibility determinations on a case-by-case basis, considering the nature, recency, and materiality of the relationship. Failure to disclose a known conflict of interest at the time of application may result in disqualification from consideration.

Contract Terms

This is an independent contractor (1099) position. Eligible candidates will need to submit a W-9 and appropriate insurance and credentials. The contract term runs from hire through completion of all required deliverables, with a primary active period of September 2026 through January 2028 and follow-up obligations through at least January 2029. The Lead Facilitator will be compensated an hourly rate of \$175/hour for a maximum of \$60,000 total for the duration of the work. Mileage will be reimbursed at the federal rate.

Application Requirements

Interested candidates will submit their application materials **no later than July 6th, 2026** demonstrating their successful leadership and facilitation experience that includes but is not limited to:

- Cover letter summarizing relevant facilitation experience and knowledge of Vermont's educational landscape;
- Current resume or curriculum vitae;
- Three professional reference contacts including at least one from a multi-stakeholder public process.

Applications should be submitted to:

Jill Graham, Executive Director, Vermont Learning Collaborative

jgraham@vtlc.org

Applications will be reviewed on a rolling basis. VTLC is an equal opportunity employer and encourages applications from candidates with diverse backgrounds and perspectives.