



Regional Facilitator

Scope of Position:

The Regional Facilitator provides neutral, professional facilitation to assigned school district merger study committees operating under the statute requirements of H.955 while working closely with the Lead Facilitator. The Regional Facilitator convenes stakeholders, structures productive dialogue, ensures compliance with statutory participation requirements, manages timelines, and produces required reports. The Facilitator exercises impartial judgment including determinations of good-faith participation and works collaboratively with VTLC, the Lead Facilitator, the Vermont Agency of Education, and local school district representatives.

Key statutory milestones and deliverables:

- Facilitators will be assigned to regional CESA areas as defined by H. 955 by September 1st, 2026
- Facilitators will group school districts and supervisory unions to form committees of study per H.955 requirements and hold their first meeting by October 15th, 2026
- Provide data for the merger status report to be submitted by the Lead Facilitator in consultation with AOE by February 1st, 2027
- Merger study reports and articles of agreement due September 1, 2027
- Assist the Lead Facilitator in the development of the final recommendations report due January 1st, 2028

Essential Duties and Responsibilities:

Committee Formation and Organization

- Work with the VTLC Lead Facilitator to confirm assigned district groupings within the advisory guidance map
- Identify and contact school board representatives from each member district; confirm committee membership by October 15th, 2026
- In conjunction with the Lead Facilitator, establish meeting schedules, using identified agendas, and communication protocols for each assigned study committee
- Orient committee members to H.955 requirements, the study process, timeline, and expected deliverables

Facilitation of Merger Study Conversations

- Facilitate regular, structured meetings of each assigned study committee.
- Guide discussions on educational programming, fiscal impacts, governance structures, geographic and demographic factors, student achievement, and community values.
- Ensure all member districts have meaningful opportunities to contribute and that conversations remain balanced and inclusive.
- Manage group dynamics, surface areas of consensus and disagreement, and keep discussions focused on the statutory study scope.
- Coordinate with VTLC's lead facilitator for technical assistance, data, and fiscal analysis support.

Statutory Compliance and Good-Faith Determinations

- Monitor each district's compliance with the H.955 requirement to participate in good faith.
- Document participation, including attendance, engagement, and responsiveness.
- Make and document good-faith participation determinations as required by law; communicate findings to Lead Facilitator and VTLC as appropriate.
- Advise the Lead Facilitator of any districts presenting participation concerns.

Report Writing and Documentation

- Draft in cooperation with each study committee the Final Report and articles of agreement as applicable by September 1st, 2027.
- Ensure final reports address all H.955 content requirements, including analysis of educational, operational, and fiscal considerations of potential merger scenarios.
- Maintain accurate records of meetings, decisions, and committee deliberations.
- Submit regular progress updates to the Lead Facilitator

Community and Stakeholder Engagement

- Communicate transparently with school board members, superintendents, and district staff about the study process.
- Support public-facing communications and community information sessions as needed.
- Demonstrate cultural sensitivity and responsiveness to the diverse community contexts across Vermont school districts.

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
- Ability to remain strictly neutral and impartial in contentious or politically sensitive conversations
- Skill in managing conflict, building consensus, and maintaining productive dialogue among participants with competing interests
- Strong project management skills, including ability to manage multiple committees with overlapping timelines
- Ability to synthesize complex legal, financial, and educational information and translate it for diverse audiences

- Proficiency with virtual meeting platforms (Zoom, Teams, or similar) for hybrid or remote committee work
- Demonstrated integrity, transparency, and sound professional judgment

Qualifications

- 10 year(s) of relevant experience in educational administration, preferably as a superintendent, or district-level director;
- Experience managing multiple simultaneous stakeholder processes
- Experience facilitating school district consolidation, reorganization, or merger processes in Vermont or another New England state
- Experience working with elected boards, municipal governments, or school boards
- Knowledge of Vermont's Act 46 (2015) merger history and outcomes
- Familiarity with Vermont's education funding and property tax system
- Strong working knowledge of Vermont's public education governance structure, including supervisory unions, school districts, and school boards
- 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 producing formal public reports

Job Requirements

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

- Begin no later than August 15th, 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.
- Maintain responsiveness to the Lead Facilitator, VTLC, and regional merger committee participant inquiries.
- Complete all program deliverables and wind-down documentation through the contract period.

Conflict of Interest Disclosure

The Regional 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 December 2027 and follow-up obligations through January 2029. The Regional Facilitator will be compensated an hourly rate of \$150/hour for a maximum of \$50,000 total for the duration of the work. Mileage will be reimbursed at the federal rate.

Application Process

Interested candidates will submit their application materials **no later than July 27th, 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.