

ATTACHMENT B Services Descriptions

Innovations for Learning will provide:

- An IFL Project Director who will:
 - Coordinate with district curriculum team on curricular alignment/implementation
 - Coordinate with the district IT team on technology implementation
 - Coordinate with the district community engagement/communications team on TutorMate recruiting and engagement
 - Coordinate with district PD team on teacher training
 - Train, coordinate assignments, and manage the IFL teacher and program ambassador teams
 - Train district assigned coaches
 - Recruit partners for TutorMate on-line tutoring program
- IFL will maintain responsibility for TutorMate:
 - Volunteer Level 1 Background checks
 - Volunteer Sign up and Training
 - Management of city-wide campaign to recruit volunteers for beginning literacy
- IFL will provide 2 full-time Teacher Ambassadors who will:
 - Deliver initial teacher training
 - Provide on-going site-based embedded professional learning for teachers
 - Provide classroom based modeling and coaching of IFL implementation best practices
 - Provide site-based administration with quarterly status reports
- IFL will provide part-time Program Ambassadors based upon expansion requirements will provide:
 - initial launch support under the direction of the IFL project director
 - on-going support to returning schools following initial launch
 - support the on-line tutoring aspects of the program

PROFESSIONAL DEVELOPMENT AND TRAINING SESSION DESCRIPTIONS

Leadership Workshop

This two hour session for administrators and building curriculum leaders features implementation planning, design, and hands-on time with the TutorMate® Classroom Management System. This session also covers Instructional Leaders' impact on success of implementations, accessing and reviewing reports and data, setting program use expectations, and defining roles and responsibilities.

Technology Coordinators Workshop

This one-hour session is designed for the district and building level technology support staff. This session will cover upkeep and troubleshooting techniques, and will establish roles and responsibilities for the technology portion of the implementation.

Reading Coaches Training

This three-hour session is targeted to provide the district-based coaches with an in-depth understanding of the TutorMate programs, building internal district capacity to support an on-going implementation. Coaches will receive tools to help monitor and support the implementation and interpret program data.

TutorMate® Initial Implementation Training

These group sessions are designed to prepare and motivate teachers to implement the Teacher and Student Portals of TutorMate® in their classrooms with confidence and ease. The training days include discussion of literacy strategies and best practices, hands-on practice and experience with the tools, integration of the program into the classroom day, alignment with school/district curriculum, state and national standards and with classroom materials, discussion of scheduling, implementation goal setting, and selecting/modeling class activities.

On-Site Support Sessions

These sessions are highly customized-providing the teachers with individualized support and tools. Most K-1 classes will be visited monthly; classrooms needing additional support may be visited on a more frequent basis. Each session will include a brief administrator meeting to discuss observations and challenges. IFL agrees to provide professional development to all classroom teachers and instructional staff supporting the implementation of TutorMate®.

Sessions may include:

- Grade level meetings: IFL staff will meet with grade-level teams and discuss getting started with TutorMate's® Teacher and Student portals and IFL tutoring, classroom management best practices, and differentiating activities for student needs.
- In-Class coaching and modeling: IFL staff will meet with teachers individually to model lessons, provide feedback and assist in instructional planning. Customized, individualized attention for each teacher in the context of the classroom ensures the effectiveness of each implementation. In-Class coaching devotes a high focus of time spent on implementing the Teacher and Student portals in grades K and 1st
- Differentiating Instruction using Teacher and Student portals: IFL staff will work directly with the classroom teacher (with a focus on K-1 classes), looking at classroom data, student achievement and strengths and weaknesses, collaborating with the teacher to make recommendations for effective differentiation.
- Reviewing and incorporating student assessment data into the system.
- Observation and collaboration and analysis: IFL staff will observe literacy instructional time and provide feedback, coaching, and recommendations for improvement.
- Individualized support: Provided as needed for additional support for teachers.

Leader's Project Review Sessions/End of Year Wrap-up

These sessions are designed to provide the District and Building leaders a line of sight into the program and implementation. During these sessions, there will be a discussion on challenges, successes, and data review.

Proposed Training Schedule

Participants	Session	When	Format	Duration
All Staff	IFL Orientation	Late Spring 2016	Webinar	45 minutes
Administrators	Leaders' Workshop	October 2016	On-site	2 hours
Reading Coaches and District Staff	Quarterly Workshops	August, November, February, May	On-site	3 hours each
New K-1 Teachers	Initial implementation training	Week of 9/5/2016 2 two day sessions: 9/6-7 and 9/8-9	On-Site	2 days
Returning K-1 Teachers	New Capability and Refresher	Week of 09/12/2016 2 one day sessions: 9/13 and 9/14	On-Site	1 day
K-1 Teachers	On-Site TA Support	September 2014 – May 2015	On-Site	Based upon assignment
District Literacy Team	Implementation Status Updates	BOY, MOY and EOY	On-Site	3 hours
District Leadership	Status Executive Briefing	3/2017	On-Site	2 hours