

Decision Protocol for Scheduling High-Impact Tutoring Checklist

Purpose: To design and implement an effective, equitable, and sustainable schedule for high-impact tutoring, this checklist offers actionable steps for evaluating current schedules, brainstorming improvements, engaging stakeholders, and monitoring outcomes. Use this checklist to guide decision-making at each stage of the scheduling process and ensure tutoring is seamlessly integrated into the school day.

1. Evaluate the Current Schedule

- ☐ **Identify Priorities:** List the main decision factors that influenced the current schedule, such as equity, logistics, or available resources.

Gather Information Schedule services for ELLs and students with IEPs before planning tutoring sessions.	Problem Solve Review the schedules of students who receive mandated services and participate in tutoring without conflicts.	 Create A master schedule integrating mandated services and tutoring.
Gather Information Align tutoring schedules with other school initiatives to prevent conflicts.	Problem Solve Audit current schedules to avoid double-booking spaces, students, or staff.	 Create A consolidated schedule that integrates tutoring and other programs.

- ☐ **Gather Positive Feedback:** Record which aspects of the current schedule worked well, such as high attendance or seamless integration into the school day.
- ☐ **Analyze Potential Challenges:** Outline the challenges encountered with the current schedule, including disruptions to core instruction or tutor availability issues.

Gather Information Identify if additional staff are needed to oversee tutoring sessions, especially for uncertified tutors.	Problem Solve Assign proctors or support staff where necessary and include this in the schedule.	 Create A staffing plan that ensures every session has appropriate oversight.
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- ☐ **Assess Student Needs:** Identify key student needs and evaluate whether the current schedule addresses them.

2. Brainstorm and Problem-Solve New Schedules

- ☐ **Embed Tutoring During School Hours:** Design schedules incorporating tutoring sessions within regular school hours to eliminate participation barriers.

- ☐ **Avoid Replacing Core Instruction:** Ensure tutoring supplements, rather than replaces, core classes.
- ☐ **Ensure Session Frequency and Ratio:** For older students, schedule sessions to last 30 to 60 minutes, while younger students may thrive with shorter sessions. Tutor: Student ratios are recommended to be 1:4 at maximum.

Gather Information Determine the maximum number of students each tutor can effectively support.	Problem Solve Create group assignments that maintain this ratio to ensure quality support.	 Create A list of tutoring groups with assigned students and tutors.
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- ☐ **Account for Tutoring Modality:** Consider the scheduling implications of the chosen modality (in person, virtually, or both).

Gather Information Calculate the number of classrooms, devices, and materials needed for tutoring.	Problem Solve Cross-reference these needs with room availability during class periods.	 Create A detailed schedule indicating room and resource allocations for each session.
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- ☐ **Align with Tutor Availability:** Match tutoring sessions with tutors' availability to ensure consistent program delivery.

Gather Information Coordinate tutor schedules with local partners, such as universities or high schools, to determine availability.	Problem Solve Match available tutors to session times based on their schedules.	 Create A tutor assignment schedule that aligns with their availability.
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- ☐ **Plan Collaboration Time:** Structure schedules so there is time for tutor and teacher alignment on instructional goals.

Gather Information Allocate time for teachers and tutors to collaborate.	Problem Solve Add designated collaboration blocks to the schedule.	 Create A calendar including specific times for collaboration.
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3. Implement a New Schedule

- ☐ **Engage Stakeholders:** Meet with teachers, administrators, union leaders, and tutors to gather input and build consensus on the new schedule.



- ☐ **Address Barriers:** Resolve logistical challenges, resource limitations, and instructional conflicts before finalizing the schedule.
- ☐ **Draft Prototypes:** Develop multiple schedule options that address student needs, tutor availability, and school priorities.
- ☐ **Pilot the Schedule:** Test the proposed schedule with a small group of students and gather feedback on its effectiveness.
- ☐ **Refine and Finalize:** Incorporate feedback, finalize the schedule, and roll it out across all participating schools.
- ☐ **Train Staff:** Provide training to teachers and tutors to ensure smooth implementation of the new schedule.

4. Monitor and Adjust

- ☐ **Track Student Outcomes:** Monitor academic progress to assess the impact of consistent tutoring sessions.
- ☐ **Review Attendance:** Regularly evaluate student attendance during tutoring sessions to identify and address patterns of absenteeism.
- ☐ **Resolve Logistics Issues:** Continuously identify and address scheduling conflicts or barriers as they arise.
- ☐ **Gather Feedback:** Collect input from teachers, tutors, and students to evaluate the schedule's effectiveness and inform future improvements.
- ☐ **Make Adjustments:** Update the schedule periodically to reflect evolving needs, unforeseen challenges, or new opportunities for optimization.