Decision Protocol for Scheduling High-Impact Tutoring Checklist

Purpose: This checklist provides actionable steps to evaluate, design, and implement an effective schedule for high-impact tutoring. The tables highlight and address everyday district needs.

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	Problem Solve	🌟Create
Schedule services for ELLs and students with IEPs before planning tutoring sessions.	Review the schedules of students who receive mandated services and participate in tutoring without conflicts.	A master schedule integrating mandated services and tutoring.
Gather Information	Problem Solve	🌟Create
Align tutoring schedules with other school initiatives to prevent conflicts.	Audit current schedules to avoid double-booking spaces, students, or staff.	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	Problem Solve	🌟Create
Identify if additional staff are needed to oversee tutoring sessions, especially for uncertified tutors.	Assign proctors or support staff where necessary and include this in the schedule.	A staffing plan that ensures every session has appropriate oversight.

☐ **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	Problem Solve	🌟Create
Determine the maximum number of students each tutor can effectively support.	Create group assignments that maintain this ratio to ensure quality support.	A list of tutoring groups with assigned students and tutors.

- ☐ **Account for Tutoring Modality:** Consider the scheduling implications of the chosen modality (in person, virtually, or both).

Gather Information	Problem Solve	🌟Create
Calculate the number of classrooms, devices, and materials needed for tutoring.	Cross-reference these needs with room availability during class periods.	A detailed schedule indicating room and resource allocations for each session.

- ☐ **Align with Tutor Availability:** Match tutoring sessions with tutors' availability to ensure consistent program delivery.

Gather Information	Problem Solve	🌟Create
Coordinate tutor schedules with local partners, such as universities or high schools, to determine availability.	Match available tutors to session times based on their schedules.	A tutor assignment schedule that aligns with their availability.

- ☐ **Plan Collaboration Time:** Structure schedules so there is time for tutor and teacher alignment on instructional goals.

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

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.