District Collaborator Considerations for Provider Meetings

Purpose: Use the following guidance to include stakeholder collaboration as the program is implemented. Actual roles for collaborators may shift based on the district's size and programs. What is essential is that district leaders hold regular meetings with the provider, actively share information, and consistently collect user feedback.

Collaborator Meeting Considerations		
Title	**How often**	**Role/Rationale**
Tutoring Project Manager/Provider Relationship Manager	Every meeting	**Role**: Acts as the primary liaison between the district and the provider. Connects to other partners and roles when needed. **Rationale**: Ensures goal alignment, tracks program progress, addresses operational challenges, and facilitates communication between parties.
Superintendent/CAO (depending on the size of the district)	2-3 times per year	**Role**: Provides high-level oversight and ensures the program aligns with district-wide priorities. **Rationale**: Offers strategic guidance, secures leadership buy-in, and ensures the program supports the district's academic goals. Their involvement may vary depending on the district's size but is critical for decision-making and accountability.
District Data Point of Contact	During benchmark reflections	**Role**: Manages data collection, analysis, and compliance. **Rationale**: Ensures data-sharing processes are secure, compliant with regulations, and aligned with program evaluation needs. Facilitates insights from data to guide program adjustments.
Principals/Assistant Principals	At least 2-3 times per year	**Role**: Provide school-level leadership and operational support. **Rationale**: Share insights on how the program integrates with daily school activities, address logistical concerns, and monitor program impact on their students and staff.
Coaching Team	Depends on the context	**Role**: Supports tutors and ensures instructional quality. **Rationale**: Provides expertise on pedagogy, aligns tutoring strategies with existing curricula, and ensures tutors receive the necessary coaching and feedback to maintain program effectiveness.