

# TOOL APPENDIX

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## Program Design

### Program Focus

- [Conducting a Community Landscape Analysis](#)
- [Tutoring Program Model Dimensions Planning Tool](#)
- [Developing a Value Proposition](#)
- [Logic Model Guidance and Template](#)
- [Tutoring Cost Calculator](#)

### Model Dimensions

- [Tutoring Program Model Dimensions Planning Tool](#)
- [Actions and Practice Reflection Tool](#)

## Tutors

### Recruitment & Selection

- [Tutor Job Description Guidance](#)
- [Tutor Recruitment Strategy](#)
- [Tutor Selection Strategy](#)
- [Saga Tutor Training Topics](#)
- [Blue Engine Teaching Apprentice Job Description](#)

### Screening & Expectations

- [Tutor Background Check Guidance](#)
- [Setting Expectations with Tutors](#)

### Training & Support

- [Pre-Service Training Guidance](#)
- [In-Service Training & Support Guidance](#)

## Learning Integration

- [Tutor-Family Communication: Crafting an Introductory Statement for Families](#)
- [Parent Permission Slip for In-School Tutoring: English and Spanish](#)
- [Tutor-Family Communication Continual Updates](#)

- Tutor-Student Goal Setting Conferences
- Goals Master List Example Tracker
- School- Program Communication: Kickoff Meeting Agenda
- Teacher-Tutor Communication: Kickoff Meeting Agenda
- Teacher-Tutor Communication: Continual Updates

## Data Use

### Measures & Data Collection

- Developing a Performance Measurement Plan
- Performance Measurement Plan Template
- Data Collection Tools Examples (Surveys, Rubrics, and Assessments)
- Student Data Privacy Guidance

### Evaluation & Improvement

- Developing Routines for Regular Data Review
- Standard Data Review Protocol
- Student Data Review Protocol

## Instruction

### Content

- Aligning Tutoring Curriculum to School Curriculum
- Saga Sample Lesson Activity
- Personalizing a Tutoring Session
- Accessibility Checklist
- Tips for Creating Data-Informed Student Groups
- Choosing and Using Blended Learning Software

### Structure

- Example Tutoring Session Structure

### Facilitation

- Facilitation Moves Checklist: One-on-One Tutoring
- Effective Facilitation Guidelines: Small Group Tutoring
- Choosing and Using Virtual Tutoring Programs

### Relationship-Building

- Strong, Academically Focused, Tutor-Student Relationships
- Relationship- Building Activities

- Mentoring Mindset Training
- Mentoring Mindset Training - Facilitator's Guide
- Culturally Relevant and Inclusive Tutoring
- Cultivating a Growth Mindset
- Matching Tutors with Students

## Equity

- Conducting a Community Landscape Analysis
- Tutor Job Description Guidance
- Tutor Recruitment Strategy
- Tutor Selection Strategy
- Pre-Service Training Guidance
- In-Service Training & Support Guidance
- Personalizing a Tutoring Session
- Accessibility Checklist
- Strong, Academically Focused, Tutor-Student Relationships
- Relationship- Building Activities
- Culturally Relevant and Inclusive Tutoring
- Tutor-Family Communication: Crafting an Introductory Statement for Families
- Tutor-Family Communication Continual Updates
- Developing a Performance Measurement Plan

## Safety

- Data Use: Student Data Privacy Guidance
- Tutors: Pre-Service Background Check Guidances
- Tutors: Setting Expectations with Tutors
- Instruction: Choosing and Using Virtual Tutoring Platforms
- Learning Integration: Tutor-Family Communication

## Cohesion

- Tutoring Program Model Dimensions Planning Tool
- Developing a Value Proposition
- Logic Model Guidance and Template