Five Things for Tutoring Coordinators

That Will Help You Plan, Create, and Run Your Tutoring Program

1 Set Tutors Up for Success

- Meet with tutors prior to launching the tutoring program to ensure you have shared vision, goals, and expectations.
- Review *i-Ready* resources, specific student data, engagement techniques, and communication templates so tutors understand how to incorporate these into their work with students.

2 Equip Tutors to Maximize Instructional Time

- Create a schedule and aim for the same tutors to meet with students at least two times a week for a minimum of 30 minutes. (This will allow for tutors to build rapport and to maintain coherence and consistency between sessions.)
- Create tutoring groups of one to six students with similar learning needs, using data from *i-Ready Diagnostic*.
- Provide *i-Ready* instructional resources that you want tutors to use for three to four weeks that are aligned to instructional priorities, based on formative and summative student data.
- Be explicit about your expectations. Provide planning support, and document your plans to ensure alignment.

3 Observe and Provide Feedback

- Consistently observe and provide feedback to tutors. The feedback focus may include:
  - Routines and procedures
  - Planning and preparation
  - Tutor facilitation
  - Student engagement and relationship building
  - Checks for Understanding

4 Partner with Tutors

- Facilitate professional development sessions and individual check-ins with tutors based on observation trends and student data.
- Provide time for tutors to share ideas and brainstorm best practices with each other.

5 Gather Input and Adjust Plans

- Meet with classroom teachers to discuss student progress and data every three to four weeks.
- Adjust plans and supports based on teacher and tutor feedback and student data.

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