



WESTERN LINE SCHOOL DISTRICT

"Committed to Excellence in Education"

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Lawrence M. Hudson, Ed.S.
Superintendent of Education

O'Bannon - Riverside

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July 19, 2018

**To: Service Providers
Education / Teacher Consultants**
RE: Request for Proposals

Western Line School District invites proposals from agencies seeking to provide consulting services / on-site job-embedded teacher professional development at its four schools. Sealed formal quotes must be submitted by close of business on Thursday, **August 2, 2018**. Please see below for stipulations to contract services.

1. Consultants must have demonstrated advanced skills in pedagogy, subject-area content, College and Career Readiness Standards and MAAP testing.
2. The term of service will begin in September and end in April. Service by the consultant will be provided in two-day blocks so that teachers and consultants can work more intensely on implementing research-based instructional strategies.
3. Once contracted, consultants must e-mail with their assigned teachers far enough in advance to understand each teacher's instructional goals and accurately gauge the teacher's level of experience with targeted instructional concepts, skills and strategies.
4. On each scheduled visit, consultants must bring hard-copy resources related to the focus topic. These resources must function as a guide for implementing targeted instructional concepts, skills and strategies.
5. Consultants must model and co-teach with assigned teachers. Observation of assigned teachers should take no more than the first day of contracted service dates.
6. Consultants will not use time during the school day to prepare the day's report. After dismissal of students, consultants will meet with teachers to discuss items to be included in the daily report. At the conclusion of the two-day block of service, a completed report and a copy of the resources provided by the consultant to the teacher will be submitted to the principal. The consultant or agency representative will forward an electronic copy of the report to the district superintendent.

Please see the following page for a projection for each school's needs.

Western Line School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in the provision of educational programs and services or employment opportunities and benefits. The following office has been designated to handle inquiries and complaints regarding the non-discrimination policies of the above-mentioned entity.

Identified school needs

O'Bannon Elementary Total days: 20
10 days for English
10 days for math

Riverside Elementary Total days: 20
10 days for English
10 days for math

O'Bannon High School Total days: 20
10 days for English
10 days for math

Riverside High School Total days: 20
10 days for English
10 days for math

TOTAL NUMBER OF DAYS for TEACHERS = 80

Western Line School District will review all proposals and will contact agencies regarding potential service by Friday, **August 3, 2018.**

Regards,


Lawrence Hudson,
Superintendent