

Lawrence Hudson  
*Superintendent*

\*O'Bannon  
\*Riverside

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August 20, 2019

**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 Monday, **September 9, 2019**. 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.

## 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 Wednesday, **September 11, 2019**.

Regards,

Lawrence Hudson,  
Superintendent