Technical Assistance and Support Plan Samples

This document is intended to provide examples and non-examples of Technical Assistance and Support Plans for School Improvement Facilitators to use with school teams to plan supports that align with the school's improvement plan and goals.
This document includes:

- [Overview of terms](#)
- [Exemplary Technical Assistance and Support Plan](#)
- [Non-example Technical Assistance and Support Plan](#)
- [Blank template Technical Assistance and Support Plan](#)

Overview of Terms

Objectives for Technical Assistance and Support: Identify the objectives for technical assistance.

Evidence-Based Strategy: Select the Evidence Based Strategy in the School Improvement Plan to which this support/assistance is aligned.

TA/Support Description: Specify the Technical Assistance (TA) services and activities that will be provided.

Required Materials, Resources, or Supplies: Identify any materials/supplies needed and who will provide them.

Cost or Hours: Specify how much of the school's allocation is required to implement this TA/support strategy.

Anticipated Outputs: List 2-3 tangible products or observable events/milestones/ shifts in practice to provide evidence that you are implementing the action plan with fidelity.

CSI Support (SOW): Select only if the TA support/activity is funded by the CSI supports as identified in the Statement of Work (SOW). The TA support activity when delivered should be reflected in the engagement forms.

Evaluation Plan: Describe how the team will monitor the implementation of the assistance and support plan.

Exemplary Technical Assistance and Support Plan

School Improvement Technical Assistance and Support Plan
SY 2023-24
School Name

LEA:	School:

Objectives of the Technical Assistance and Support:
1. As a result of this support, the Local MS coaches will develop and implement structures/protocols to guide data discussions with PLCs.
2. As a result of this support, the Local MS team will have well-developed PLC structures in place to support continued, job-embedded professional development of all teachers.
3. As a result of this support, the Local MS team will develop a vision for SEL committee and will support the development of foundational knowledge of committee members

Identify the objectives for technical assistance.

Evidence-Based Strategy *The Evidence Based Strategy from the school plan to which this support is aligned.*	TA/Support Description *Identify the specific services or activities that will be provided.*	Responsible Parties			Anticipated start date	Anticipated end date *The timelines are specific or narrow enough that dates can be determined.*	Required Materials, Resources, or Supplies	Cost or Hours	Anticipated Outputs *These outputs are tangible items that will indicate that the support was implemented and completed.*	CSI support towards SOW
		IU Team Member	LEA or School Team Member	Outside Agency						
PLC	Leadership Coaching Data Analysis Provide school with	CDT Point of Contact	Principal		9/1/20	9/15/20	Zoom to record meeting		Video created and shared with the school team.	

	informational video on use of CDT data for small group instruction									
PLC	Facilitate professional development session on using CDT data for small group instruction.	CDT Point of Contact	Principal		9/1/20	9/21-22/20	Small Group lesson plan templates		Teaches will use CDT data to create small group instructional plans	
PLC	Hold Q&A session for teachers regarding CDT assessment and use of data.	CDT Point of Contact	Principal		10/3/20	10/3/20	CDT Resources provided by SIF		Possible FAQ as a follow up	
PLC	Develop a data meeting schedule and clarify expectations.	SIF	Mr. O, Mrs. B, Principal		10/1/20	10/8/2020	Data Discussion Plan		Data Discussion schedule with expectations	
PLC	Collaboratively plan data discussion roll-out and develop agenda template for meetings	SIF or TaC	Mr. O, Mrs. B, Principal		9/20/20	10/15/2020	Agenda Draft and Roll-out presentation draft		Finalized agenda and roll-out presentation	
PLC	Review feedback from initial roll out of data cycle meetings and use to make adjustments to the plan for future meetings	SIF	Mr. O, Mrs. B, Principal		10/1/20	10/22/2020	Feedback from teacher regarding roll out		Feedback document, Updated template for meetings	
PLC	Develop a template to align data discussion expectations with coaching training	PIIC	Mr. O, Mrs. B, Principal		11/1/20	11/4/2020	Agenda		Template completed with aligned objectives for coaching and data driven instruction	

PLC										
PLC	Develop and facilitate a PL session on creation of formative assessments	IU TaC	Mr. O, Mrs. B, Principal		12/1/20	12/11/2020	Teacher needs related to Formative Assessments		Formative Assessment PL plan or agenda	
PLC	Develop a monitoring plan for data discussions	SIF	Mr. O, Mrs. B, Principal		11/1/	11/9			Data Discussion Monitoring Plan	
PLC	Develop a plan for content specialists to support data discussions during PLCs	IU TaC	Instructional Coaches		11/1	11/14			Plan/schedule for Content Specialist support, including dates and topics	
PLC	Use CDT interactive platform and batch reports to form small groups based on area of needs relative to progression of ELA and math standards.	IU CDT Point of Contact IU TaC	Instructional Coaches		Nov 15,20	Dec 1, 2020	CDT resources ELA standard Math standards		Small group instruction template	
PLC	Collaborate to develop the structure for PLCs to identify and model evidence-based interventions aligned with areas of identified need during CDT data analysis.	IU TaC	Instructional Coaches		Nov 15, 20	Feb 1, 2021	PLC resources EBS documents CDT data		PLC structure documented, WWC identified strategies; Manipulatives Doc cameras Problem bank Vocabulary toolkit	
PLC	Join, and at times facilitate PLCs to	IU Content Specialist or	Math Coach		Nov 15, 20	Feb 1, 2021	Math EBS Resources		PLC data protocols, rolling	

	identify and model math evidence-based instructional strategies for coaches and teachers	TaC					for instructional strategies (TBD)		agendas	
PLC	Create and support the use of PLC protocols to monitor implementation of the action steps during Bi-weekly meetings.		Implementation Team		Nov 15, 20	Feb 1, 2021	Bi-weekly templates PLC protocols		Completed bi-weekly reports	
PLC	Meet with Assistant Principal to identify existing internal and external supports for SEL committee and to align action steps to climate and culture goal	SIF	Mr S and Ms. W	PaTTAN	8/1/20	9/1/2020	Meeting Agenda, Zoom link CASEL Resources		Identified stakeholders and supports to leverage. Documented plan for aligning action steps to goal	
PLC	Meet with SEL team to assess current strategies, expertise, and need for PD	SIF	Mr. S and SEL team		9/1/20	9/9/2020	Meeting Agenda, Google Meeting Link		List of identified needs for SEL supports	
PLC	Create SEL look fors for classrooms	IU TaC	Mr. S and SEL team	PaTTAN		TBD	CASEL resources for SEL		SEL look-fors document	
PLC	Develop common understanding of SEL across staff members and embed it as a "way of work" rather a than a	IU TaC	Mr. S and SEL team	PaTTAN		TBD	CASEL resources for SEL		Agendas that incorporate SEL strategies in the context of the meeting or PL	

	separate topic							opportunity. Lesson plans that incorporate SEL strategies into the topic/instructional strategies	
PLC	Develop a clear communication plan to ensure that teachers, staff, students, and parents are aware of the expectations. IU TaC	Mr. S and SEL team	PaTTAN		TBD	Communication plan template		Communication plan	

Evaluation Plan: Describe how the team will monitor the implementation of the assistance and support plan.

Evaluation Question	Indicators	Methods for Collecting Data
Is the school and/or district satisfied with the TA services?	· Satisfaction with TA services: o Professionalism o Ability to work with school or district o Skills/content knowledge o Products o Duration and intensity of TA services	Surveys of school or district personnel
What is the impact of TA on the school's knowledge, skills, attitudes, competence, etc?	· Views · Knowledge · Motivation · Confidence · Relations within the organization · Organizational planning · Resources	· Surveys school or district personnel · Observations · Review of documents
How effective were the TA services in accomplishing the goals and objectives identified in the TA plan?	· School/district's perspectives on accomplishment of goals and objectives · Evidence of accomplishments · Identification of any issues/barriers	· Surveys of school or district personnel · Review of evidence of accomplishments and documents

Non-example Technical Assistance and Support Plan

School Improvement Technical Assistance and Support Plan
SY 2023-24
School Name

LEA:	School:

Objectives of the Technical Assistance and Support:
Provide four collaborative professional learning training sessions focused on PVAAS Data Analysis, CDT Data Analysis and review of evidence-based practices and resources targeting continuous improvement of instruction.
This is a non-example because the objective lacks specificity and individualization to the identified school.

Evidence-Based Strategy	TA/Support Strategy	Responsible Parties			Timeline	Required Materials, Resources, or Supplies	Cost or Hours	Anticipated Outputs	CSI support towards SOW
		IU Team Member	**LEA or School Team Member**	**Outside Agency**					
	Interdisciplinary team consultations and meetings. *This is a non-example because it is vague.*	Smith Jones Mercado Miller	NA	NA	July 1 to June 30 *This is a non-example because it doesn't identify the frequency.*	TAC and Curriculum Resources including meetings and consultations	$700/day	Informal feedback and meeting attendance. *This is a non-example because informal feedback and attendance aren't observable outputs.*	
	Individualized school-based technical assistance meetings for PVAAS and CDTs	Smith Mercado Miller	Instructional coach		July 1 to June 30 *This is a*	PVAAS training and support	5.25 days	Administrators and teachers will participate in	

					non-example because it doesn't identify the frequency.	This is a non-example because it is vague and does not list specific resources.		varied PD sessions offered by PDE and/or the IU. *This is a non-example because it is an activity, not an output.*	
	Develop a coherent assessment plan.	Smith Jones	Principal	Curriculum Coordinator	Ongoing *This is a non-example because support to create a plan would take place at a specific time, not all year.*	Technology, school calendar, state assessment calendar	$700/day	Assessment plan and communication documents	
	Facilitate PLC-quarterly meetings *This is a non-example because this is a part of the statement of work, not additional support.*	SIF TaC PD Director	Principal		July 1 to June 30 *This is a non-example because it is too vague.*	Evidence-based practices and toolkits	$700/day and included as part of TaC	Quarterly meeting agendas, data overviews, quarterly meeting reports	

Evaluation Plan: Describe how the team will monitor the implementation of the assistance and support plan.

Informal feedback
Professional learning survey
Demonstration of acquired skills on targeted evidence-based tool/resource

This is a non-example because it describes the mechanisms for collecting information, but not an evaluation plan.

Evaluation Question	Indicators	Methods for Collecting Data
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What is the impact of TA on the school's knowledge, skills, attitudes, competence, etc?	· Views · Knowledge · Motivation · Confidence · Relations within the organization · Organizational planning · Resources	· Surveys school or district personnel · Observations · Review of documents
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Blank Template: Technical Assistance and Support Plan

School Improvement Technical Assistance and Support Plan
SY _____
School Name

LEA:		School:							
Objectives of the Technical Assistance and Support:									
Evidence-Based Strategy	**TA/Support Strategy**	**Responsible Parties**			**Timeline**	**Required Materials, Resources, or Supplies**	**Cost or Hours**	**Anticipated Outputs**	**CSI support towards SOW**
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What is the impact of TA on the school's knowledge, skills, attitudes, competence, etc?	· Views · Knowledge · Motivation · Confidence · Relations within the organization · Organizational planning · Resources	· Surveys school or district personnel · Observations · Review of documents

How effective were the TA services in accomplishing the goals and objectives identified in the TA plan?	· School/district's perspectives on accomplishment of goals and objectives · Evidence of accomplishments · Identification of any issues/barriers	· Surveys of school or district personnel · Review of evidence of accomplishments and documents

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+ Add Objective

Objectives: ⓘ

As a result of this support, the Local MS coaches will develop and implement structures/protocols to guide data discussions.
As a result of this support, the Local MS team will have well-developed structures in place to support continued, job-embedded professional development of all teachers.

+ Add Action

Evidence-Based Strategy ⓘ	TA/Support Description ⓘ	IU Team Member	LEA/School Team Member	Outside Agency	Anticipated Start Date	Anticipated End Date	Required Materials, Resources or Supplies ⓘ	Cost or Hours ⓘ	Anticipated Outputs ⓘ	CSI Support (SOW)	Don
Student Achievement Data to Support Instructional Decision Making	Professional development on data driven instruction	Data Analyst	Instructional coaches, principal, instructional leadership team		9/20/2023	9/27/2023	Data Discussion plan, protocols, PD presentation	6 ◉ Hours	PD date scheduled and agenda shared with the with the point person.	☑	☐

Evaluation Plan ⓘ

Evaluation Question 1: Is the school and/or district satisfied with the TA services?
Data Collection: Surveys of participating staff
 Participant surveys and observations
 Participants using the resources from the PD session to model and use data tools in reviewing sample student work/ , observations of peer teachers.

❓ GUIDE