



# Description of Services Direct Services

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| Site Coordinator                       | <i>HSTW</i> recommends that each school select a teacher to serve as the site coordinator. Schools determine the appropriate remuneration (most give a specific stipend).  |
| Literacy Coach                         | Literacy coaches provide professional development and support to all teachers as they implement instructional strategies that focus on increasing literacy achievement. <i>HSTW</i> recommends teachers have at least two (2) periods per day (one block) to serve as the coach. |
| Numeracy Coach                         | The same guidelines as for the Literacy Coach with a focus on numeracy across the curriculum.  |
| Orientation Workshop                   | Two-days of on-site support — presentations to teachers, students, parents and local boards of education — for schools introducing the <i>HSTW</i> design to all constituents.   |
| Site Development Workshop              | Two-day workshop for all teachers to develop action teams and determine initial steps in the implementation of the <i>HSTW</i> design.   |
| Technical Assistance Visit             | Three-day audit of school and classroom practices using a team including <i>HSTW</i> staff, teachers, community members, principals and state department of education employees. A report of findings is created and provided to school and district leaders.                    |
| Coaching                               | On-site support to school leaders and teachers in implementing the <i>HSTW</i> design.   |
| Professional Development               | Focused on improving instruction through the use of literacy and numeracy strategies or other topics identified by the technical assistance visit and/or school improvement plan.  |
| <i>HSTW</i> Assessment                 | A NAEP referenced assessment including three subject tests (reading, mathematics and science), a student survey and a senior survey. A minimum of 60 seniors (100 recommended) participate in the biennial <i>HSTW</i> Assessment, and all teachers complete the teacher survey. |
| Summer Conference & National Workshops | Team of educators to attend the annual three-day <i>HSTW</i> Staff Development Conference held each July. Teacher teams are invited attend various national workshops focused on improving instruction in classrooms   |
| District Leadership Coordination       | Annual meeting with district leaders to present progress made by the school and to coordinate continued improvement efforts.   |
| SREB/School Improvement Materials      | Materials for the development of a professional library that includes all recent SREB publications.  |