# Sample Client Services Overview
**This overview represents the services for one client of the professional learning partner.**

## Services Overview

| | |
|---|---|
| Curriculum or Content Area (adoption) | Math |
| Type of Professional Learning (Adoption, Launch, Ongoing for Teachers, *or* System Design and Leadership Support) | System Design and Leadership |
| Number of educators serviced | **1 – 50**<br>51 – 100<br><br>101 – 500<br>501 – 1000<br>1000+ |
| Audience (select all that apply) | **Teachers**<br>**School Leaders**<br><br>**Instructional Coaches**<br>**District Leaders** |
| District Type | **Traditional District**<br>Charter<br>Suburban<br>Greater than 20% of English language learners<br>Greater than 20% students with disability<br><br>Private<br>Parochial<br>**Rural**<br>Greater than 60% of economically disadvantaged students<br>Greater than 80% students of color |

| District Size | Fewer than 2,500 students<br>**2,500 to 10,000 students**<br>10,001 - 50,000 students | 50,001 - 100,000 students<br>More than 100,001 students |
| --- | --- | --- |
| Delivery Format | Virtual<br>In-person<br>**Hybrid** | |
| Total Cost Range[1] | Less than $50,000<br>**$50,000 - $100,000**<br>$100,001 - $500,000 | $500,001 - $1,000,000<br>$1,000,000+ |

## Services narrative

What were the goals of the professional learning? How did you work with the school or system to determine the goals and progress monitor for them throughout the engagement? (Limit 200 words)

This system knew they were going to select new HQIM math materials. Anchoring to Instruction Partner's Curriculum Support Guide (https://curriculumsupport.org/), we guided them through Phases I and II. Phase III is focused on supporting teaching and learning through recurring cycles of improvement, grounded in the needs of priority students and bookended by a beginning-of-year launch and end-of-year review.

Our partnership model includes:

---

[1] Includes any travel related expenses, etc.

- Observe and collect evidence
- Reflect & Create Action Plan
- Build & Add Capacity

At the end of each cycle, we step back with the school leadership team to measure overall progress toward goals, identify the barriers and drivers for success, and determine the work ahead.

How was this professional learning customized to meet the educators' needs? How were facilitators prepared to meet the needs of participants? (Limit 200 words)

Instruction Partner's spend time getting to know the needs of the educators, leaders, and schools we serve, allowing our team to custom-build service plans to support our partners' goals. We start this phase of the work by leading classroom walkthroughs with school leaders, conducting teacher focus groups, and taking stock of existing professional learning structures.

Following the observations, we work in partnership with the system to create a clear, nuts and bolts action plan for improvement that names priorities and deliverables, and collaboratively creates a division of responsibility for implementation. The goal of the action plan is simple: define the strategies, action steps, owners, and timeline that we together think will lead to improved curriculum implementation, stronger standards-aligned teaching, and greater student learning. It is during the planning stage that we will solidify the key instructional strategies and systems that can be leveraged to support improvement.

> As it is critical that the plan leverage existing structures and assets that are serving the partner well as well as identify and address instructional gaps, each of these plans is customized.

Describe the delivery structures employed and how often participants were able to participate in professional learning over the length of the engagement. (Limit 200 words)

Each engagement is customized over the course of the school year. The general arc of a partnership includes:
- Partnership launch
- Observe and collect evidence
- Reflect and create action plan
- Build and add capacity

Step back and progress monitor
- Reflect and refine action plan
- Build and add capacity

Step back and progress monitor
- Reflect and refine action plan
- Build and add capacity

Reflect and plan for next year