

TECHNICAL ASSISTANCE PROCEDURE

These Administrative Procedures establish specific procedures for implementing Policy SP12, Technical Assistance, as that Policy relates to providing technical assistance.

Sponsored School Requests for Technical Assistance

Sponsored Schools are encouraged to request technical assistance from the District's Sponsor Staff. As a school district, the District has identified varied and diverse Sponsor Staff to provide technical assistance on a variety of issues.

When possible, responses to technical assistance requests shall be made in writing. This will assist the District in reviewing response quality and response times. When technical assistance is provided orally, the District shall create a record of the technical assistance provided.

Request for Technical Assistance and Feedback on Technical Assistance

To ensure technical assistance is being provided, the District shall solicit requests for the technical assistance from Sponsored Schools.

The District shall also solicit feedback on the quality and impact of previous technical assistance through a survey or as part of a Needs Assessment. Feedback received shall be shared with Sponsoring Staff. If deficiencies in technical assistance are identified, Sponsor Staff shall work diligently to improve technical assistance.

Proactive Technical Assistance and Needs Assessment

If the District conducts a needs assessment, the District shall identify and proactively provide technical assistance.