



INSTRUCTIONAL DELIVERY METHODOLOGY



Visual



Auditory



Kinesthetic

Our instructional delivery methodology emphasizes the importance of empowering the student to master the fundamental skills of applicable subject matter. Instructional delivery method is unit based. Each unit is one to two hours in length for K – 12th grade students. Each unit covers applicable sections as defined within the Student’s Learning Plan. Materials used within each unit are presented in the forms of lesson

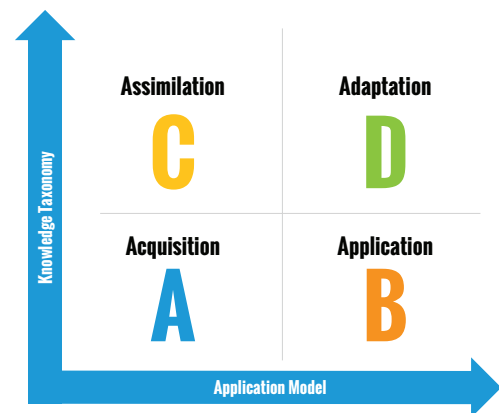
based workbooks, skill building worksheets, online practice units and hands-on reinforcement activities. The most effective mode of delivery is same subject small group tutoring at a ratio of 5:1. By working in small groups, student engagement is high and results in increased motivation. Same subject small group delivery includes blended learning and online instruction as complimentary tools. This method allows us to carefully assemble students into study groups to provide instruction on common content that leads to student collaboration and clearer understanding of subject matter. This approach also empowers these same study groups to convene offline; providing peer support to each other on non-tutoring days. The blended learning and online instruction elements allow us to use data-driven assessments, customize lesson plans and closely monitor student’s progress on a timely basis.

Measurement of Progress

Program design and measurement of progress goals are defined by Student Learning Plans (SLP’s). SLP’s include student attendance, activities performed, academic productivity measurement, periodic benchmarking events, program assessments, and teacher feedback. The LEA program administrator and designated parent/guardian are provided periodic progress reports aligned with the SLP by email, hardcopy or both. SMS (text) messaging will also be used for effective parent/guardian communication.

Alignment of Instruction

Bay Area Tutoring Association instruction is organized and presented in a manner designed to align with each subject of the California state standards, Common Core State Standards and applicable evolving Frameworks. In addition to using District approved textbooks and workbooks; we also use traditional and computerized materials from prominent educational publishers. They include: Pearson, Edmentum, The Spectrum Learning Material Series for Math, Reading/Writing, and Science published by McGraw-Hill (MGH); Math Steps series, published by Houghton Mifflin; Interactive Readers, published by McDougal Littell; Glencoe Science Modules: Life



Science, Physical Science and Earth Sciences, published by MGH; Glencoe Language Arts, Grammar and Composition Handbooks, published by MGH; Glencoe Vocabulary Builder Handbooks, published by MGH; Glencoe Skills Intervention for Pre-Algebra, Algebra and Geometry, published by MGH; Open Court Reading: Language Arts, Sounds and Letters, Phonics and Anthology series by SRA McGraw-Hill; Harcourt Math series, Science. These materials are leveled which allow us to meet the students need based upon individual skill. We also incorporate a number of multimedia tools and hands-on manipulatives, including flashcards, word builder cards, place value blocks, and popular storybooks for younger students from Spectrum Educational Supplies.

English-Language Arts

Based upon student assessment level we place emphasis on phonemic awareness; sight words, vocabulary development, oral fluency, listening skills, reading comprehension, word analysis, and writing applications, conventions and strategies. Bay Area Tutoring Association uses the English-Language Art Content Standards for California Public Schools K - 12 as a basis for our content rich programs and services. Bay Area Tutoring Association selects reading materials as designated by school district, qualified through [California Department of Education \(CDE\)](#), [Common Core and Curriculum Frameworks](#) and Pearson Assessments Tools, Spectrum Education, Edmentum (formerly Study Island) and others.

Mathematics

Based on student assessment level, we place emphasis on numerals, numbers, symbols, operations, math language, computation, words, shapes, patterns, concepts and multi-step equations. Our math programs focuses on mastering basic skills (number sense, addition, subtraction, multiplication and division), computational skills (fractions, decimals, Algebra, etc), and concepts and applications requiring problem solving such as Measurement, Geometry, Trigonometry, Calculus, and Statistics. In addition, the concepts are explained in each session and supplemental problems are given for more practice. Using the mathematics content standards for California public schools K – 12, we have developed content rich lesson plans and modules to focus on mastering specific skills. Understanding the history of mathematics, applied

mathematics and economics help students connect mathematical content to context outside of mathematics, which makes the lesson plans even more meaningful. We adopt math materials as defined by [California Department of Education \(CDE\)](#), [Common Core and Curriculum Frameworks](#) and Pearson Assessments/Education Tools, Spectrum Education, Edmentum (formerly Study Island) and others.

Science

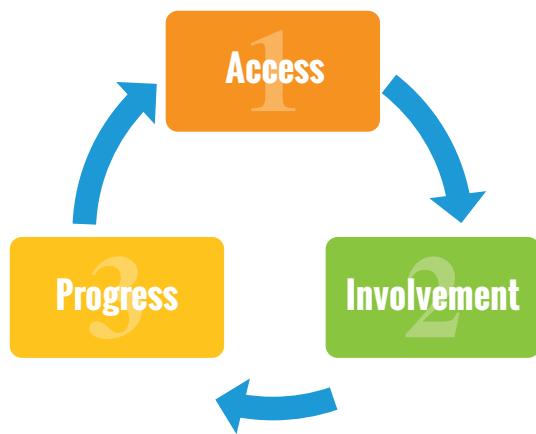
We have developed creative and innovative ways to provide science instruction. Our multi-sensory elementary and middle school science programs focus on physical, life and earth sciences. In addition to instruction, our methods involved hands-on discovery, experimentation and demonstrations. Our high school program focuses on Biology/Life Science, Chemistry and Physics and specifically tracks with the student's class syllabus. Since many of our tutors have extensive backgrounds in Science and Engineering, they bring a wealth of knowledge and application. Bay Area Tutoring Association uses the Next Generation Science Standards to guide the development of our lesson plans. Experiments developed by Bay Area Tutoring Association allow students an opportunity to tap into their creativity. This engagement helps the student understand how science is relevant to everyday life and their world. We adopt science curriculum as defined by [California Department of Education \(CDE\) \(CDE\)](#), [Common Core and Curriculum Frameworks](#) and Pearson Assessments/Education Tools, Spectrum Education, Edmentum (formerly Study Island) and others.

High Quality, Research-based, Targeted Instruction

Bay Area Tutoring Association ensures instruction is high quality, research-based and designed to specifically increase student's academic achievement in ELA, mathematics and science for all students, including SWD's and EL's by adhering to the following:

- All program curriculum materials used are of high quality, high level of fidelity and will be approved by LEA.
- All assessment materials used are preapproved by CDE.
- Targeted instruction will be ensured by the efficient, explicit, systematic and engaging use of Student Learning Plans.
- Daily lesson plans will incorporate many elements of the student SLP, in class correlating assignments where applicable, specific sequential learning activities (hands-on, blending learning, presentation, collaboration or research) that directly correlation to state and Common Core State Standards.
- Daily lesson plans will ensure time allocation of activities will be properly scheduled and uninterrupted.
- Daily activities will also be documented and used as part of program reporting. In the event of an unscheduled interruption or emergency, instruction resumes at the point of interruption and makeup time will be allocated.

Instructional Program Access for EL Learners, Low Income, Foster Youth and Others



Bay Area Tutoring Association offers instructive program access for EL learners who speak a language other than English at home. Materials used may be translated into multiple languages as applicable. EL learners have instructive access into the Transitional Bilingual Education (TBE), where academic instruction is in both English and the native language. All EL program models use the students' home language, in addition to English, for instruction. Students in EL programs are grouped according to their first language, and Bay Area Tutoring Association tutors must be proficient in both English and the students' first language in order to teach the standards-based curriculum. By pairing bilingual instructors and in certain cases bilingual curriculum with English learners, we accelerate learning and retention, even though the primary language of instruction is in English.

Bay Area Tutoring Association offers instructive program access to Low Income, Foster Youth and others through the collaboration with the LEA, school site and parent/guardian. Low Income, Foster Youth and other applicable program students are identified and served through predefined criteria from LEA, school site or teacher request. To properly serve Low Income, Foster Youth and others, additional accommodations may be required, including healthy after school snacks, program services provided off school site after school or on weekends.

Additional Complimentary Services

We provide additional services relating to study skills tutoring and mentoring at all service locations. We engage parents with methods to help students' at home. We encourage and share note taking techniques, the creation of graphic aids, organizing and preparing for taking tests.

Overall Quality Standards

As defined and approved by the California Department of Education (CDE) After School Division, Bay Area Tutoring Association adheres to the quality standards for expanded learning programs. Those standards include, but are not limited to:

Safe and Supportive Environment

Each program provides a safe and nurturing environment that supports the developmental, social-emotional and physical needs of all students.

Skill Building

Each program maintains high expectations for all students, intentionally links program goals and curricula with 21st-century skills and provides activities to help students achieve mastery.

Youth Voice and Leadership

Each program provides and supports intentional opportunities for students to play a meaningful role in program design and implementation, and provides ongoing access to authentic leadership roles.

Healthy Choices and Behaviors

Each program promotes student well-being through opportunities to learn about and practice balanced nutrition, physical activity and other healthy choices in an environment that supports a healthy life style.



Quality Staff

Bay Area Tutoring Association recruits and trains high quality academic coaching staff. Our staff and volunteers include currently credentialed, substitute and retired teachers, college graduates with B.A., B.S., PhD, A.A., degrees, active and retired business professionals, college students in pursuit of teaching credentials and degrees in English, Math, Computer Science, Psychology, Engineering, Business etc., To ensure high quality, each team member must meet or exceed the following:

- Pass An Academic Ability Exam with 80% or Higher
- Write College Level Essay
- TB Test
- DOJ/FBI Live scan
- Pass One or More Competency Exams (Advanced Math, English, Science) 80% or higher

Diversity, Access, Equity and Sustainability

Each program creates an environment in which students experience values that embrace diversity and equity regardless of race, color, religion, sex, age, income level, national origin, physical ability, sexual orientation and/or gender identity and expression.

Clear Vision, Mission and Purpose

Each program has a clearly defined vision, mission, goals, and measurable outcomes that reflect broad stakeholder input and drive program design, implementation and improvement.

Collaborative Partnerships

The program intentionally builds and supports collaborative relationships among internal and external stakeholders, including families, schools and community, to achieve program goals.

Continuous Quality Improvement

The program uses data from multiple sources to assess its strengths and weaknesses in order to continuously improve program design, outcomes and impact.

Sustainability

Bay Area Tutoring Association is a 501c3 organization that provides tutor training, private tutoring, program development and membership services. Bay Area Tutoring Association also secures ongoing support from individual donors, parents, e-community, foundations, philanthropic partner and businesses. These strategies allow Bay Area Tutoring Association to evolve its infrastructure and secure commitments for in-kind and monetary contributions as needed.

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