

Best Practices for GEAR UP Coordinators Supporting High-Dosage Tutoring Implementations



Identify a strong on-site team.

A counselor, teacher, or other staff member should supervise sessions & manage daily logistics. A secondary staff member should also be identified to substitute supervision or support duties when necessary.



Establish clear communication routines.

Set up a simple weekly or biweekly check-in with site staff using email, text, or a shared tracker to monitor attendance, student engagement, and challenges.



Enroll & encourage staff to complete TDCU training modules.

These modules are designed to provide an overview of expectations, program functionality, and to set the stage for a successful semester.



Review attendance data in your dashboard.

Even if you are off-site, regularly review attendance, formative assessments, and tutor feedback so you can spot issues early.



Provide a reference guide.

Create a tutoring reference folder for campus staff with the schedule, student list, login instructions, and the technical support guide. Provide digital or physical copies to each member of your on-site team.



Standardize routines and expectations.

Provide school-site staff with clear schedules, session expectations, and escalation procedures so implementation stays consistent day to day.



Celebrate small wins often.

Recognition for students and school staff helps maintain momentum and buy-in across the school year.



Prioritize relationship-building.

Strong relationships with principals, counselors, and tutoring providers make problem-solving much easier when issues arise remotely.



Prepare backup plans.

Have contingency plans for facilitator absences, technology issues, and room changes so tutoring sessions are not missed unnecessarily.



Keep students at the center.

Regularly remind staff that consistent attendance and active engagement are the biggest drivers of success in high-dosage tutoring.