



# TECHNICAL ASSISTANCE GUIDANCE FOR ENGLISH LEARNERS

## TECHNICAL ASSISTANCE OVERVIEW

The Indiana Department of Education (IDOE) provides free technical assistance (TA) to solve a developmental need directly to local educational agencies (LEAs) upon request.

- TA (i.e., consulting) is the process of providing targeted support to an organization with a development need or problem through one-on-one consultation, small group facilitation, and may be in-person, on the phone, or via online meeting.
- TA is effective for building capacity and involves communication between a specialist or consultant and the organization often over an extended period of time.

While LEAs have the ability to request TA when needed, in certain circumstances, IDOE may also require LEAs to engage in TA based on, but not limited to, areas of noncompliance (singular or ongoing), student outcome data, service provision, and program effectiveness. Under these circumstances, IDOE will identify LEAs and sometimes identify areas of need. **TA requests may be made [here](#)** through booking an initial meeting with IDOE.



## LEVELS OF TECHNICAL ASSISTANCE

Level 1: Universal	One-time sessions – consists of brief communication and Q & As, connecting to resources, providing general guidance and presentations.
Level 2: Targeted	One or more sessions over time, more in-depth in nature – consists of facilitating strategic planning, topic-specific or tailored presentations.
Level 3: Sustained	Series of sessions, intensive in nature, often provided onsite – consists of ongoing support and coaching and should result in changes to school or district policy, program, practice, or operations.
Level 4: Longstanding	All components of Level 3, but geared toward an LEA with a history of identified needs and has been designated by IDOE. Can be multifaceted and occur over a longer period of time.

# Technical Assistance Menu of Options

## LEVEL 1: UNIVERSAL

- 1:1 coaching session via booking
- IDOE resources
- Policy interpretation/guidance
- Planned PD sessions (IDOE-created topics).
- Conference Sessions
- Other (By request and subject to availability)

## LEVEL 2: TARGETED

- EL Program Evaluation planning and kickoff
- Review LEA created resources to provide support & suggestions.
- In-person/virtual training
- Ongoing coaching via booking
- Other (by request and subject to availability)

## LEVEL 3 & 3+: SUSTAINED TA

- EL Program Evaluation ongoing facilitation support feedback and follow-up (frequency/duration determined between school and specialist).
- On-site assistance of 3 or more visits within the school year or over multiple years
- Other (By request and subject to availability)

## ADDITIONAL IDOE EL RESOURCES

**ACCESSED VIA IDOE'S ENGLISH LEARNING & MIGRANT EDUCATION WEBPAGE**

- English Learner (EL) Quick Start Guide
- English Learner Guidebook
- English Learner Program Evaluation Toolkit
- New English Learner Program Director Professional Learning Community (PLC)
- English Learning Professional Development Calendar
- English Learning Moodle Community
- Email IDOE: [EnglishLearners@doe.in.gov](mailto:EnglishLearners@doe.in.gov)

