

Delegation Roadmap for School Site Leaders

This checklist guides leaders through several key tasks to prepare for BookNook tutoring implementation

IDENTIFY WHO'S WHO

- ☐ Who will be the on-campus liaison for BookNook tutoring?
- ☐ Who will be responsible for identifying the students who will participate in BookNook tutoring?
- ☐ Who needs access to the BookNook online learning platform on campus?
- ☐ Who will determine the days and times for BookNook tutoring?
- ☐ Who will determine the exception dates, when BookNook tutoring will not be available for students?

DETERMINE WHEN AND WHERE

- ☐ When will BookNook tutoring take place? How many times a week, which days during the week?
- ☐ Where will BookNook tutoring take place (general classroom, intervention room, computer lab, cafeteria)?
- ☐ Define and identify exception dates when BookNook tutoring will not happen due to testing, field trips, district-wide events, and community holidays.

COMMUNICATE STAFF OVERVIEW

- ☐ Will staff have access to the technology needed for BookNook tutoring, including tablets, Chromebooks, laptops, and noise-canceling headphones?
- ☐ Who is the primary point of contact responsible for blocking out time for educators to attend BookNook training?
- ☐ Who will be responsible for sharing out the training confirmation and logistics to the broader team once the BookNook training team reaches out via email?
- ☐ Visit the [BookNook Help Site](#) to get support.

PREPARE ROSTER COMPLETION

- ☐ Who will be the campus lead for the completion of the BookNook tutoring roster?
- ☐ Which reading proficiency measure will be used to determine initial placement in the BookNook platform?
- ☐ If BookNook tutoring requires students to be grouped, what will grouping look like?