

# Caveat Emptor

## Tips for Hiring External Providers

### **Tips for the School Site Council when hiring an external provider:**

- ◇ The school site council determines the need for an external provider.
- ◇ The school site council requests a list of the provider's former clients.
- ◇ School Site Council members are involved in the interviewing of external providers.

### **When hiring an external provider, consideration should be given to the following:**

- ◇ The external provider has successful experience working in California Public Schools
- ◇ The external provider has successful experience working with diverse populations
- ◇ The external provider provides a list of references and schools where he/she has worked
- ◇ The external provider is the right fit for the school
- ◇ The external provider will ensure the participation and involvement of the staff
- ◇ The external provider has knowledge and experience of state standards, curriculum frameworks, and of state and federal accountability programs
- ◇ The external provider is able to demonstrate professional expertise on the issues
- ◇ The external provider has the ability to communicate effectively with stakeholder groups
- ◇ The external provider has had relevant professional development in the past year
- ◇ The external provider is able to communicate clearly, both orally and in writing

### **Contract Essentials when hiring an External Consultant:**

When contracting with an external provider, the contract should clearly state the following:

- ◆ Purpose
- ◆ Duration
- ◆ Number of site visits
- ◆ Processes to be used
- ◆ Delineation of all services
- ◆ Fees to be charged
- ◆ The ability of the provider to provide sustained follow-up
- ◆ Evaluation procedure