

Tutor Responsibilities

1. Tutor training sessions:

Attend all meetings as scheduled.

2. Preparation:

Be positive and support students in helping the student in carrying out their lesson plans.

Familiarize yourself with different teaching techniques and learning styles, so that you may appropriately choose methods right for your student.

Familiarize yourself with your student's learning materials, and if necessary, work with an instructor or volunteer coordinator to find other materials.

Make sure your student completes appropriate assessments, either through the department or through the coordinator, at the beginning and end of each term, or as necessary.

Be prepared. Come with what you need: pens, pencils, paper, dictionary, thesaurus, grammar handbook. If possible be familiar with the source texts they are reading.

Meet with counselors, professors and instructors of assigned students on a regular basis to discuss the progress of these students and to request guidance on how to help them better.

3. Record keeping responsibilities:

Keep accurate records of all hours worked with appropriate signatures.

Submission of all entrance and exit forms for each tutee.

Submission of all required pre and post evaluations.

4. Ask for help when in doubt:

Support staff is always available please reference your contact sheet.

5. Be punctual and responsible: This includes participating in the organization as a reliable, trustworthy and contributing member of the community team.

6. Call if you anticipate lateness or absence: Missing time at your community site is not like missing class. Remember within your placement, people are relying on you. Be respectful of this reliance. Always make your school contact (principal,

teachers, whoever is appropriate) aware of changes in your schedule. Consistent, ongoing support is crucial for the children and teachers with whom we work. Tutors commit to serving with America Counts for the entire academic year. Tutors must give two weeks written notification to both the school and the college before terminating employment. Unexcused and excessive absences or unsatisfactory performance may be grounds for dismissal.

7. Respect the privacy of all students: If you are privy to confidential information with regard to the person with whom you are working, i.e., organizational files, diagnostics, personal stories, etc., you must treat it as privileged information and follow all codes and standards of ethics that apply. Check with your instructor and your community supervisor about permission and use of information.

You also need to be respectful of the effort and trust these students are putting in you. It is never easy to show writing work to anyone; you need to be encouraging and generous in your praise. Then you can be constructive in your criticism.

8. Show respect for the school for whom you work: Placement within a school is an educational opportunity and a privilege. As such, you are expected to conduct yourself in a professional and ethical manner by respecting the rights and confidentiality of your supervisor, coworker(s), and students.

Make an effort to be respectful to the classroom teacher at all times and always be deferential to his or her agenda for the day.

Obey all school check-in and parking rules.

Don't be disruptive when working with your student; be considerate of others.

Do not be the disciplinarian; this is the teacher's role in the classroom. Don't take matters into your own hands. It is not your responsibility to play security guard, but if you do see someone who is breaking serious rules you should report it to a teacher, counselor, or security guard.

Do not make value judgments to others about your teacher's methods, especially to her or his students.

9. Working with the Student:

Work at their level and with an agenda that serves their needs, not yours.

Offer your help--if it's okay with the teacher; don't always wait for the student to come to you.

Make the student and the classroom experience your priority. Give the individual student with whom you are working your full attention.

Stay in contact with your classroom teacher so you are always on the same page with regard to assignments, etc.

10. Be appropriate: Students are expected to treat your supervisor, coworker(s) and students with courtesy and kindness. Be sure to dress according to the standards of the community agency or school and follow their standards of interaction as well.

There should be a clear delineation between yourselves and the students; they take their cues on this from dress (not too informal), speech (again, not too informal, or slangy), and behavior. You are the leaders to them. You need to set the standard as an example of how a college student behaves.

11. Be flexible: Since the level or intensity of activity at a service site is not always predictable, be ready to adapt to changing situations.

Go with your teacher's agenda. S/he is in charge of the classroom.

Be careful not to get drafted into other projects for the teacher. Some of them are still unclear as to what you are doing there. You must be clear that you are not there to do grading, etc.

In addition to the above expectations, as a participant in your community field experience class you are also responsible for the following limitations:

NEVER report to your service site under the influence of drugs or alcohol.

NEVER give or loan a student money or other personal belongings.

NEVER make promises or commitments to a student you cannot keep.

NEVER give a student or agency representative a ride in a personal vehicle or University vehicle unless the person is authorized for transport. **DO NOT** transport a child alone or by yourself.

NEVER tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a student or community organization representative.

NEVER tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of the age, race, gender, sexual orientation, or ethnicity.

Tutor Contract

Tutor's Statement:

I have read and fully understand my responsibilities as given to me in the America Counts Tutor Handbook. I understand that failure to comply with these requirements could result in my termination.

Tutor's Name

Date

Tutor's Signature

Date

Program Coordinator Signature

Date

Tutor Coordinator Signature

Date

**** ALL TUTORS MUST SIGN & COMPLETE THE TUTOR CONTRACT****