



America Reads Tutor Contract

Expectations

- ◆ Tutors should enjoy helping others, possess excellent communication skills, and have the ability to work well with teachers and students.
- ◆ Tutors should be proficient in subject matter, able to assess students' abilities, and apply tutoring techniques accordingly.
- ◆ Literacy tutors should enjoy reading and support the opportunity to share literature with children.
- ◆ Tutors must be culturally sensitive and willing to work with students from diverse backgrounds.
- ◆ Tutors must be able to follow directions and maintain a professional and respectful demeanor with students, colleagues, supervisors, instructors, and administrators.
- ◆ Tutors must possess a patient and supportive attitude.
- ◆ Tutors must be punctual, presentable, and prepared for the tutoring session.
- ◆ Tutors must be **dependable**.
- ◆ Tutors are **not allowed to use their cell phones** during class unless it's an emergency.

Code of Ethics

- ◆ My ultimate goal in a tutorial relationship is my student's well-being.
- ◆ My primary focus for each tutoring session is to provide quality academic assistance and to help build the student's confidence.
- ◆ I recognize that tutoring never involves doing the student's work.
- ◆ I recognize that my student deserves my undivided attention.
- ◆ I will be sensitive to student needs.
- ◆ I will never impose personal values or lifestyle choices on my student.
- ◆ I recognize that a positive attitude toward the educational environment is crucial to academic success, and I will **not** reinforce negative attitudes.
- ◆ I will admit my own weaknesses in content or instructional ability, and I will seek assistance whenever necessary.
- ◆ I will conduct myself in a professional manner at all times.
- ◆ I will be **responsible** and **dependable** in fulfilling my duties as a tutor.
- ◆ I will adhere to my tutoring schedule. I will be punctual and presentable for all tutorial sessions.
- ◆ I recognize the confidential nature of the tutoring session and will not discuss my student relationship or progress with anyone other than instructional or administrative staff.
- ◆ Tutors should serve as role models and mentors, providing students with encouragement and positive feedback.

Qualifications and Responsibilities

- ◆ Tutors must be willing to participate in mandatory training sessions and/or workshops.
- ◆ Tutors who will be driving to their school sites must obtain a State of California Defensive Driving Certificate within the first month of hire and renewed every four years if they wish to continue employment with America Reads.
- ◆ Tutors must be tested and certified by a health physician for Tuberculosis (TB) and renewed every four years.
- ◆ Tutors must have in possession, and maintain, a valid driver's license and vehicle insurance. Must provide copied proof to America Reads while in employment.
- ◆ Tutors must maintain six units or more (per fall and spring semester) at CSU Stanislaus. Failure to maintain Financial Aid eligibility may affect your Financial Aid package.
- ◆ Tutors must maintain accurate records of tutorial activities and tutoring hours for reporting purposes.
- ◆ Tutors must call both the America Reads Office and their school site when absent.
- ◆ Tutors are responsible for providing all new personal information (address, email, phone number, etc.) changes to the America Reads Office promptly.
- ◆ Tutors are responsible for checking email regularly.
- ◆ Tutors are responsible for turning timesheets in correctly and on time to the America Reads Coordinator. Timesheets are **NOT** to be turned in at the Financial Aid counter.

I agree to abide by the above Tutor Responsibilities, Code of Ethics, and Qualifications and pledge to provide quality academic assistance and encouragement to students served by the program. It is essential that your tutoring responsibilities are satisfactorily met or dismissal of employment will become necessary.

Name

Date

Tutor Signature

Date