Definition of Tutoring: Tutoring is individualized, supplemental, remedial instruction of specific standards-based skills and concepts. The goal is skill development and measurable improvement.

Coordinator Duties: $300 per session

A coordinator's main role is the organization, implementation, and execution of the tutoring program in accordance with the grant requirements.

The coordinator oversees the following:

- Eligibility of all tutoring participants - Make sure all tutors have no more than five (5) students in any one session. All tutors must provide direct instruction. Although Homework can be used as guide for curriculum, State Tutoring is not a homework session. Make sure tutors have curriculum to tutor students in needed areas.
- Completed Certificates of Supplemental Instruction (CSI) - Coordinate with tutors and parents to have the Certificate of Supplemental Instruction filled out in its entirety prior to tutoring beginning.
- Accuracy of Sign-in Sheets - Follow up with tutors to make sure sign-in sheets are completed on the day of tutoring.
- Helping tutors with online access for logging hours - Make sure all tutors have a login and password to ADEConnect. This is issued by the LEA entity administered. Work with tutor to assign all students into ADEConnect. Follow up in ADEConnect and make sure hours and sessions are being logged as tutoring takes place.
- Assistance with attesting student improvement - Communicate with parents as to status of tutoring as per the CSI.
- Make sure all hours and sessions are logged before deadline. When tutoring is complete, communicate with grant writer at LEA to confirm total number of hours and sessions for each tutor.
- Remaining informed about any State Tutoring Program changes. Check website and communicate with State Tutoring Staff.

Coordinators have access to ADEConnect. Below are the functions and abilities that coordinators will have access to:
- Check Hourly Reports
- Look at Payment Reports
- See which tutor entered hours in the system
- The ability to see times entered by tutors
- See dates entered by tutors

Date: 7/18/2017

Arizona
Department of Education