State Tutoring Program- Tutor Responsibilities

**Definition of Tutoring: Tutoring is individualized, supplemental, standards-based instruction. The outcome of tutoring is student academic progress,** **encompassing measures of both proficiency and academic gain as stated in *§ A.R.S. 15-241 (K).***

Tutor Duties: **$40/hour including limited benefits (no medical)**

The tutor’s role in the State Tutoring Program is to analyze the data of identified students, intentionally plan for individual learning, facilitate learning experiences, monitor student progress, and adjust learning experiences appropriately.

The tutor:

* Establishes eligibility and obtains online access –
	+ Complete the tutor verification form and provide the form and supporting documentation to the site tutoring lead or coordinator.
	+ Obtain login and password for ADEConnect. (This is issued by your LEA administrator)
	+ Enter students into ADEConnect (SSID and birthdate)
* Maintains completed Certificates of Supplemental Instruction (CSI) –
	+ Document initial areas of targeted learning including subject and content standards.
	+ Coordinate with parents to complete the Certificate of Supplemental Instruction prior to tutoring beginning and updating the document quarterly (by Dec. 15, March 15).
	+ Updates the CSI, when appropriate, based on academic progress measures at any time.
* Completes pre-tutoring requirements
	+ View State Tutoring PowerPoint and document the date completed.
	+ Complete the State Tutoring Checklist and submit to your principal, tutoring coordinator, or provider.
* Provides planned, targeted instruction-
	+ Ensure tutoring sessions are not being used as homework or practice session but rather targeted instruction aligned with student learning goals based on the Certificate of Supplemental Instruction (CSI) for each student.
	+ Utilize curriculum and resources aligned to the specified area of need as indicated in the CSI. These should be supplemental to Tier 1/First Instruction resources the teachers use in their daily classroom instruction.
	+ Maintain accurate records of academic progress and communicate progress to the student, parent, and teacher of record.
	+ Students may tutor up to 80 hours for the year.
* Ensures accuracy of Sign-in Sheets –
	+ Complete sign in sheets on the day of tutoring.
	+ Provide completed sign-in sheets to principal, tutoring coordinator, or provider.
	+ Log student and tutor hours in ADEConnect on a **weekly** basis
* Attest to student academic progress –
	+ Communicate to parents and teacher of record as to status of academic progress including measures of proficiency and growth. If the student has met the recommendations on the CSI, complete a new CSI, updating the student goals appropriately.
* Make sure all hours and sessions are logged before deadline.
	+ When tutoring is complete, communicate with Coordiator at LEA to confirm total number of hours and sessions for each tutor.