

State Tutoring Program- Coordinator 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).

Coordinator Duties: **\$800 for the full year session**

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

The coordinator oversees the following:

- Coordinate eligibility of tutors and number of students –
 - Verify all tutors have met the qualifications as indicated on the tutor verification form and maintain appropriate documentation.
 - Keep contact list current with principal, coordinator, and tutor names and emails and submit to ADE.
 - Ensure there are no more than five (5) students in any one session.
 - Ensure tutoring is not 1 to 1.
- Help 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 administrator.
 - Work with tutor to assign all students into ADEConnect.
- Assist tutors regarding instruction-
 - Ensure tutoring sessions are not being used as homework or practice sessions but rather targeted instruction towards student learning goals based on the Certificate of Supplemental Instruction (CSI) for each student.
 - Secure and disseminate 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.
 - Assist with data, when needed, to show academic progress in specified area as indicated on the CSI.
- Maintain 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 and in December and updated again by March.
 - Assist tutors with updating CSI, when appropriate, based on academic progress measures at any time.
 - Communicate with principal on academic progress to be noted on each CSI and signed by administration.
- Ensure accuracy of Sign-in Sheets –
 - Follow up with tutors to make sure sign-in sheets are completed on the day of tutoring and logged in ADEConnect weekly.
 - Collect and maintain these sign-in sheets for appropriate grant documentation.
 - Verify weekly that the sign in sheets match Tutor entries into the ADEConnect State Tutoring Fund application.
 - Verify the Payment report and reimbursement requests are accurate.
- Assist with attesting student academic progress –
 - Assist tutors with communication 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, assist in completing a new CSI, updating the goals appropriately.
- Remain 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
- See which tutor entered hours in the system
- Look at Payment Reports
- The ability to see times and dates entered by tutors