

## Tutor Commitment Agreement

- Attend the two-day training.
- Tutor a minimum of once a week for 1 1/2 hours - twice if possible, with same student.
- Prepare lesson for each session. Have all materials at hand when tutoring.
- Arrive ahead of your student so you are there to greet him/her when they arrive. This is very important.
- Keep records of work - e.g. attendance, books read, progress on work, student motivation - these are especially important to share if the student has two tutors.
- Hand in monthly (quarterly?) reports that will include time spent on lesson planning, time spent tutoring, and some of the above information. Example found in manual.
- Participate in as many supplemental workshops as possible - all would be best. This is a sharing time as well as a time to learn new ideas. We can all benefit from the experiences all tutors are having.
- Get own substitute if you know you will be absent for an extended time with help of the executive director. There may be times when a tutor can't make a session - a conflict they can't change, knowing they will be away for vacation, etc. We do have substitutes available for sudden unexpected absences. When you know in advance that you cannot make a session, please let the director know. If it is an emergency absence, such as a sudden illness, please call the office (518-414-4978) as early as you can or call 518-776-0664 to get Debbie.
- Report any suspected abuse to the Executive Director.
- Make a commitment for one school year.
- Tutor must be vetted through COEUS. (URL found on application.)
- When possible, support program by donating money for cost of the manual "You Said YES!" (\$14.50).