Tutor Job Description

Reports to: LVSC Office
Function: To tutor a Basic Literacy or ESL student or small group of students for one year.

Specific Duties:
1. Attend Tutor Training Workshop and complete required homework.
2. Provide free one-to-one or small group tutoring to a LVSC registered student(s). LVSC tutors will commit to at least one year of tutoring. It is our hope that a tutor will wish to continue beyond this commitment.
3. Always meet with the student in a public place.
4. Do not ride in a vehicle with the student.
5. Report hours on a monthly basis via the LVSC website (www.literacysomerset.org).
6. Arrange for re-assessment of student after 1 year of tutoring or if you feel goals have been met. Call or email the office to schedule re-assessment.
7. Promptly report any change in status of student or tutor (i.e., termination of match, change of address or phone number) to office.
8. LVSC hopes tutors will consider attending in-service trainings and recognition events.
9. It is suggested that you maintain a portfolio including: student’s evaluation results, information about student’s goals (set and met), copies of student’s writings, reading inventory, tutor evaluations of student progress, tutor and student self-evaluations.
10. Contact the office if there is a question or problem.

Notes:
1. At the completion of the Tutor Training Workshop, volunteers will receive LVSC tutor certification.
2. While a tutor may cite LVSC certification on a resume, they may not, under any circumstances, advertise themselves as an LVSC tutor in order to receive compensation for tutoring. Such representation will be considered a violation of this agreement and will be addressed accordingly by the governance committee of LVSC.

It is contrary to the policy of LVSC to charge students for tutoring services. Because of this policy, LVSC considers it inappropriate for tutors to take advantage of tutoring as a means of obtaining a skill, which they will use, not to provide volunteer services, but to make money. Accordingly, LVSC will refuse to provide tutor training to any prospective tutor who intends to use tutor training in order to charge students for tutoring services.