

## State Tutoring Program - Coordinator Responsibilities

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**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: **\$1600 for the full year session (\$800 per semester)**

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:

- Coordinates eligibility of tutors and number of students –
  - Verifies all tutors have met the qualifications as indicated on the tutor verification form and upload appropriate documentation to the Educational Monitoring Assistance and Compliance (EMAC) application.
  - Keeps contact list current with principal, coordinator, and tutor names and emails and upload to EMAC.
  - Ensures there are no more than five (5) students in any one session.
  - Ensures tutoring is not 1 to 1.
- Helps tutors with online access for logging hours –
  - Makes sure all tutors have a login and password to ADEConnect. This is issued by the LEA entity administrator.
  - Works with tutor to assign all students into ADEConnect.
- Assists tutors regarding instruction –
  - Ensures tutoring sessions are aligned to Arizona State Standards as stated in each student's Certificate of Supplemental Instruction (CSI). Sessions are not to be used as homework or practice sessions but rather targeted instruction towards student learning goals based on the CSI.
  - Secures and disseminate curriculum and resources aligned to the specified area of need as indicated in the CSI. These should be supplemental to Tier 1 Instruction resources the teachers use in their daily classroom instruction.
  - Assists with data, when needed, to show academic progress in specified area as indicated on the CSI.
- Uploads completed Certificates of Supplemental Instruction (CSI) to EMAC –
  - Coordinates 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.
  - Assists tutors with updating CSI, when appropriate, based on academic progress measures at any time.
  - Communicates with principal on academic progress to be noted on each CSI and signed by administration.
- Tutoring Sign-in Sheets –
  - Follows up with tutors to make sure sign-in sheets are completed on the day of tutoring and logged in ADEConnect weekly.
  - Uploads the tutoring sign-in sheets weekly to EMAC for appropriate grant documentation.
  - Verifies weekly that the sign in sheets match Tutor entries into the ADEConnect State Tutoring Fund application.
  - Verifies the Payment report and reimbursement requests are accurate.
- Assist with attesting student academic progress –
  - Assists 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, and uploading to EMAC.
- Remain informed about any State Tutoring Program changes –
  - Checks EMAC and communicates information and deadlines 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 and dates entered by tutors

# State Tutor - Coordinators Checklist

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**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).

Name of Coordinator: \_\_\_\_\_ School Year: \_\_\_\_\_

Name of School: \_\_\_\_\_ Name of District/Vendor: \_\_\_\_\_

This checklist is required to be filled out by each Coordinator. It must be signed, dated, and kept on record at the LEA. Signed form is also to be upload to Educational Monitoring Assistance and Compliance (EMAC) application. Please check the boxes below and sign the bottom.

## **Please complete prior to the start of tutoring:**

- View State Tutoring Training. Date completed: \_\_\_\_\_
- Confirm the LEA Entity is by **School** in ADEConnect. The ADEConnect Entity should not be the district.
- Obtain a login and password for ADEConnect from your LEA Entity Administrator (**ADE no longer issues login and passwords**). Make sure that the you have Coordinator role in ADEConnect.
- Confirm all Teacher Verification Forms are complete, signed by the Principal, and uploaded to EMAC.
- Confirm that all Tutors have watched the Tutor Training and taken the end of training survey.
- Upload all completed Tutor Checklists to EMAC.
- Confirm all Certificate of Supplemental Instruction (CSI) for each student are completed prior to the start of tutoring. Ensure all CSIs are uploaded to EMAC at the beginning of the year. Ensure CSIs are updated 3 times per year, and then uploaded to EMAC again at end of year.
- Confirm that all Tutors have a log on and have registered students that are assigned to them in ADEConnect.

## **To be completed on a weekly basis:**

- Confirm that all Tutors have entered session hours into the State Tutoring application located in ADEConnect, and verify in EMAC.
- Confirm a match of student daily sign in sheets to hours in ADEConnect, and verify in EMAC.
- Maintain documentation of standards-based academic progress encompassing measures of both proficiency and academic gain as stated in § A.R.S. 15-241 (K) to be included in end-of-year summary report.

I, \_\_\_\_\_, understand these tasks are critical components in my role as a Coordinator and my signature acknowledges completion of tasks prior to tutoring and my commitment to weekly requirements.

Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_