

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: \$60/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 –
 - Completes the Tutor Verification Form, and provide the form and supporting documentation to the site tutoring lead or coordinator.
 - Obtains login and password for ADEConnect. (This is issued by your LEA administrator)
 - Enters students into ADEConnect. (SSID and birthdate)
- Maintains completed Certificates of Supplemental Instruction (CSI) –
 - Documents initial areas of targeted learning including subject and content standards.
 - Coordinates with parents to complete the CSI prior to beginning tutoring, including measures for assessing progress, which will also be updated in December and March.
 - Updates the CSI, when appropriate, based on academic progress measures at any time.
- Completes pre-tutoring requirements –
 - Views State Tutoring PowerPoint and document the date completed.
 - Completes the State Tutoring Checklist and submit to your principal, tutoring coordinator, or provider.
- Provides planned, targeted instruction –
 - Ensures tutoring sessions are aligned to Arizona State Standards as stated in each student's CSI. Sessions are not to be used as homework or practice sessions but rather targeted instruction towards student learning goals based on the CSI.
 - Utilizes 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.
 - Maintains accurate records of academic progress and communicates progress to the student, parent, and teacher of record.
 - Students may receive tutoring services of up to 80 hours for the school year.
- Ensures accuracy of sign-in sheets –
 - Completes sign in sheets on the day of tutoring.
 - Submits completed sign-in sheets **weekly** to principal, tutoring coordinator, or provider.
 - Logs student and tutor hours in ADEConnect on a **weekly** basis.
- Attests to student academic progress –
 - Communicates 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.
 - Submits updated CSI forms to principal, coordinator, or provider.
- Makes sure all hours and sessions are logged before deadline –
 - When tutoring is complete, communicates with coordinator at LEA to confirm total number of hours and sessions tutored.

State Tutor - Tutor Checklist

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 Tutor: _____ School Year: _____

Name of School: _____ Name of District/Vendor: _____

This checklist is required to be filled out by each tutor. It must be signed, dated, and provided to the LEA/Vendor to be uploaded 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: _____
- Obtain a login and password for ADEConnect from your LEA Entity Administrator (**ADE no longer issues login and passwords**).
- Complete Certificate of Supplemental Instruction (CSI) for each student prior to the start of tutoring.
- Register students that are assigned to you in ADEConnect.

To be completed on a weekly basis:

- Log your hours and student hours into the State Tutoring application located in ADEConnect.
- Match student daily sign in sheets to hours in ADEConnect.
- Maintain documentation of standards-based academic progress encompassing measures of both proficiency and academic gain as stated in § A.R.S. 15-241 (K)

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

Tutor Signature: _____ Date: _____

Provide this signed and completed form to your site tutoring contact or coordinator.