

Tutor Job Description

Role of the Tutor

To help an adult acquire reading, writing, numeracy and/or other life skills in order to attain their full literate potential

Training

The 12-hour Yamaska Literacy Council Basic Literacy Tutor Workshop (additional training opportunities are made available from time to time)

Commitment

A commitment of one year (summer excluded) is requested

Hours

Once or twice a week for one to two hours, depending upon the needs and availability of both the student and the tutor

Place of Work

The location for tutoring may vary. It is recommended that tutoring initially take place in a public place. Tutors may work out of:

- The YLC Centre
- A community center
- A library
- A school
- Any other mutually agreed upon location
- The student's or the tutor's home

Duties of the Tutor

- ***Respect student confidentiality***
- Meet with the student prior to the first lesson
- Ensure arrangements are made regarding the time and place of the first lesson
- Obtain the necessary materials for tutoring
- Prepare lessons to meet the individual needs and interests of the student
- Inform the YLC Coordinator if there are any problems with the tutoring or with the student-tutor match
- Notify the YLC Centre if tutoring terminates, even for a short period of time
- Meet regularly and punctually with your student (summer excepted)
- Set goals with the student and frequently evaluate progress towards them
- Keep accurate records of hours tutored and student progress

- Complete quarterly written reports on the form supplied and send to the YLC office
- Continue to upgrade tutoring skills in order to successfully meet the continual changes and challenges associated with tutoring

****These duties are done in conjunction with the YLC Coordinator***