

### Tutor Responsibilities

- ❖ Attend lessons twice a week, for 1 ½ hours each lesson. You must meet a minimum of 9 hours a month.
- ❖ Meet only at the Learning Center site for your lessons. You must provide your own transportation.
- ❖ Contact your learner ahead of time if you need to miss a tutoring lesson or if you know that you will be late. Give as much notice as possible.
- ❖ Do not have your lesson if you or your learner has been taking drugs or alcohol.
- ❖ Do not tutor if another person (child or adult) is present at the lesson (except for formal observation of tutoring techniques, by prior arrangement).
- ❖ Do not give money to or receive money from one another. This includes both money intended as a gift and money intended as a loan. The exchange of small gifts on special occasions (e.g., Christmas) is acceptable.
- ❖ Let the office staff know about any problems (such as ongoing attendance issues), special circumstances, extended absences (longer than 2 weeks), or special achievements by your learner.
- ❖ Work to maintain an environment of trust and mutual respect with all Learning Center participants.
- ❖ Upon leaving the program, return any unused materials, such as workbooks, to Literacy Services.
- ❖ Use discretion in introducing any potentially controversial subjects or materials and respect the learner's freedom of choice.
- ❖ Treat all information about an adult learner as confidential. This includes a learner's name, work situation, reading skills, and any other personal or literacy-related information.
- ❖ Do not discuss the learner with other members of the learner's family or make suggestions about family matters.
- ❖ Commit sufficient time to lesson planning and preparation. Attend in-service trainings as suggested.
- ❖ Complete a Tutor Monthly Report and submit it on your last session of each month.

*If I do not meet these responsibilities, I understand I may be dropped from the program.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_