

NOW YOU ARE TRAINED . . .

And probably very anxious to get started

Here are some Valencia County Literacy Council Procedures to help you get started:

1. After you have been assigned a student, contact him or her **at once** to discuss convenient times and places for your tutoring sessions. If you have found a student on your own, please contact Valencia County Literacy Council staff with the student's name and any other pertinent information.
2. Arrange a public place for you and your student to meet.
3. Make an appointment with your student, stating a definite time and place for your tutoring session. Give your student your name and telephone number and remind him or her to call you if there is a problem keeping the appointment. **Let Valencia County Literacy Council know when you begin tutoring.**

*****IF MORE THAN ONE WEEK HAS PASSED AND YOU HAVE NOT BEEN ABLE TO CONTACT YOUR ASSIGNED STUDENT, CALL VCLC at 925-8935*****

4. Keep a portfolio or notebook to record the student's information: name, address, phone number, the number of hours you work with him or her each week, materials used, methods, progress, lesson plans, background of student, and any other information that might be helpful.
5. All Reports, including the monthly ones in which you will report your tutoring hours, must be sent to VCLC as requested. **The importance of our receiving these various reports in a timely manner cannot be emphasized enough.**
6. If for any reason you stop tutoring your student, notify the VCLC staff at 925-8935 **immediately.**
7. Remember, our library of teaching materials and the copy machines are at your disposal.
8. You will be notified of the time and place of special events for tutors and students. Please make every effort to attend. Tutors who have been teaching are a wonderful source of information and inspiration.
9. In-service training is a continuation of your training as a tutor. You will be notified of scheduled training sessions and are expected to attend at least one session each year to remain certified.
10. If you feel your student can cope with a classroom situation, encourage enrollment in classes with Adult Basic Education at UNM—VC. Try to go with your student to register unless he or she requests otherwise.
11. Tutoring is both a big responsibility and a rewarding challenge—have fun with it.