

TUTOR JOB DESCRIPTION

POSITION: VALENCIA COUNTY LITERACY COUNCIL (VCLC)
VOLUNTEER TUTOR

CONTACT PERSON: Susan Howard
Volunteer Tutoring Coordinator
925-8935

I. OBJECTIVE: To help an adult acquire English skills in either basic literacy or English as a Second Language (ESL). Successful tutors realize this is challenging work and must be prepared to accept failures as well as successes. VCLC's goal is for each tutor to work with his or her student for at least 6 months.

II. SPECIFIC DUTIES:

1. Attend a tutor-training workshop, usually 16-hours completed over a 2-day period.
2. Maintain a log on the student including initial contact date, date tutoring began, total number of hours taught, pre- and post-test scores and dates, student's goals (set and met), changes in attitude or performance, tutoring time, and location.
3. Assess students every 6 months using the Comprehensive Adult Skills Assessment System (CASAS) testing materials, provided.
4. Submit monthly activity reports as required by VCLC.
5. Report promptly any change in status of student or tutor (address, phone, etc.)
6. Meet all requirements for the recertification process as outlined in the recertification policy.
7. Prepare for all scheduled tutor/student meetings by planning lessons designed specifically for the student.

III. SKILLS NEEDED:

1. Ability to read, write, and speak English. No prior teaching experience or knowledge of a foreign language is required to become an English as a Second Language tutor.
2. Completing and certification in either the ProLiteracy America Basic Literacy or the English as a Second Language training workshop.
3. Awareness of confidentiality needs of students and the program.
4. Dependability.
5. Patience and flexibility to respond to the changing needs of a student.

III. TIME REQUIREMENT: A minimum of 1 hour per week for 6 months.

IV. BENEFITS:

1. Volunteer recognition
2. Opportunities to cross-train
3. Possible job references
4. One-to-one student contact
5. Satisfaction that you are enabling adults to reach their potential

FREQUENTLY ASKED QUESTIONS ABOUT VOLUNTEERING TO TUTOR FOR THE VALENCIA COUNTY LITERACY COUNCIL

WHO CAN TUTOR? If you are over 18 and can read and speak English, you can tutor after completing either the Basic Reading or English as a Second Language (ESL) Tutor Training Workshop. No prior teaching or tutoring experience is necessary. The only degree you need is a degree of caring.

HOW AM I ASSIGNED A STUDENT? We match you with a student based on available meeting times, locations, and mutual interest, not on a first-come first-serve basis. VCLC is concerned with creating good learning partners. You should receive your student assignment at the first day's workshop or soon thereafter.

WHERE WILL I BE TUTORING? We require that you and your student work in a public building, such as the public libraries in Belen, Los Lunas, Bosque Farms or UNM-Valencia Campus. Other possibilities are recreation centers, community and senior citizen centers, and churches.

WHAT WILL I KNOW ABOUT MY STUDENT? In addition to name and contact phone number, we will tell you about your student's interests, goals, and skill level, when possible. We leave it up to you to contact your student. We do not give out addresses.

DO I HAVE TO SPEAK ANOTHER LANGUAGE TO BE AN ESL TUTOR? No! In fact, most of our ESL tutors do not speak the language of their student. However, an experience you may have had in learning another language will be helpful in understanding your student's perspective. If you have a beginning ESL student, we will either help you set up the first meeting with your student or give you the number of a bilingual contact for your student.

WHERE DO I GET THE MANUAL FOR THE TUTORING WORKSHOP? You may borrow the manual that is used during the tutor training workshop. If you would like to write in it or keep it for future reference (it is a useful resource), the charge is \$10. Once you complete both days of training, you will be a nationally certified tutor.

WHERE DO I GET MY TUTORING MATERIALS FOR USE WITH MY STUDENT(S)? VCLC has a library full of tutoring resources that you may borrow. We also have a large selection of handouts you may photocopy. Our tutor workshops are designed to teach you to work from your student's life and not a standard textbook.

WHAT SUPPORT DO I GET AFTER THE WORKSHOP? Our staff will be happy to answer questions and address concerns. In addition, VCLC offers tutor support meetings as well as in-service workshops on tutoring techniques.

WHAT DOES VCLC EXPECT FROM ME AS A TUTOR? We ask that you commit to working with your student for a minimum of one hour per week for six months. We also ask that you commit to being a supportive tutor who prepares for lessons, meets regularly, lets the student know if a class must be canceled and returns records of tutoring sessions for our office files and periodic statewide and national reports.

WHAT OTHER WAYS CAN I HELP? Volunteers help with fundraising, recruit new tutors and learners, mentor new tutors and help with clerical work. Without volunteers, we would not be able to offer our services to anyone. If you have a few hours and a skill you would like to volunteer, we need you. Your time and skills will make a difference.

WHAT DO I DO NEXT? Call VCLC at (505) 925-8935 and sign up for the next tutor-training workshop or to volunteer to help in other ways. Please also call us if you would like a representative of VCLC to speak to your congregation, community group, club, school or office.

Valencia County Literacy Council

Volunteer Tutoring Policies

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Services to Students:

The Valencia County Literacy Council (VCLC) exists to advance literacy to adults over age 16 and not enrolled in school. The program is “student centered.” The student is the client. All services are free and confidential. VCLC does not release names and/or addresses of students to anyone without permission, but tutor names and addresses are sometimes provided to funding agencies (*e.g.*, the New Mexico Coalition for Literacy) in specific regard to training eligibility or like reasons. VCLC also provides general demographic information to others.

Tutors are provided to students based on needs and availability. Students should be adults, age 16 or older, and not enrolled in high school. Exceptions will be considered on an individual basis. VCLC requires no proof of address, but VCLC is best able to match students who reside or work in the same general area.

Tutor Training:

Potential tutors are eligible for training based on qualifications: ability to read, a concern for advancing literacy, and a willingness to meet tutoring requirements (a commitment of 6 months at an hour a week).

VCLC requires that volunteers complete an 18-hour training course by a certified trainer in a ProLiteracy America designed course of instruction. VCLC feels that such training is vital to the quality of tutoring. All tutors must have certification to tutor in our program. Some potential tutors may not complete the training or may be deemed unsuitable for tutoring. A fee may be assessed to the potential tutors to cover the cost of materials not returned to VCLC.

Matching:

Matching a tutor with a student is done primarily on the basis of availability of tutors and geography. Individual matches will be made with the discretion of the Volunteer Tutoring Coordinator or the Director. All attempts are made to match individuals on a “first-come, first-serve” basis, but the order may be disregarded if circumstances dictate.

Tutors and students will determine the location of the tutoring with VCLC requiring them to meet in a public setting. If tutoring commences in a private setting (someone’s home), VCLC will not be liable.

Preliminary Student Interview:

The Volunteer Tutoring Coordinator conducts initial student interviews, in person or by phone, to collect student information. Additional information by family members is also acceptable.

Assessment:

The Volunteer Tutoring Coordinator conducts initial assessment of the student's reading or language abilities, giving the student a standardized assessment pre-test. As a result of the assessment, the student, with the staff's help, will determine the long-range goals as well as short-term goals that may be measurable by a posttest. The student file will contain the assessment and any other proof of competencies gained by the student. Such student files will remain confidential.

Rematches:

Re-matching will be made in response to a student or tutor request. In the instance of a shortage of tutors, re-matched students may take priority over students new to the program.

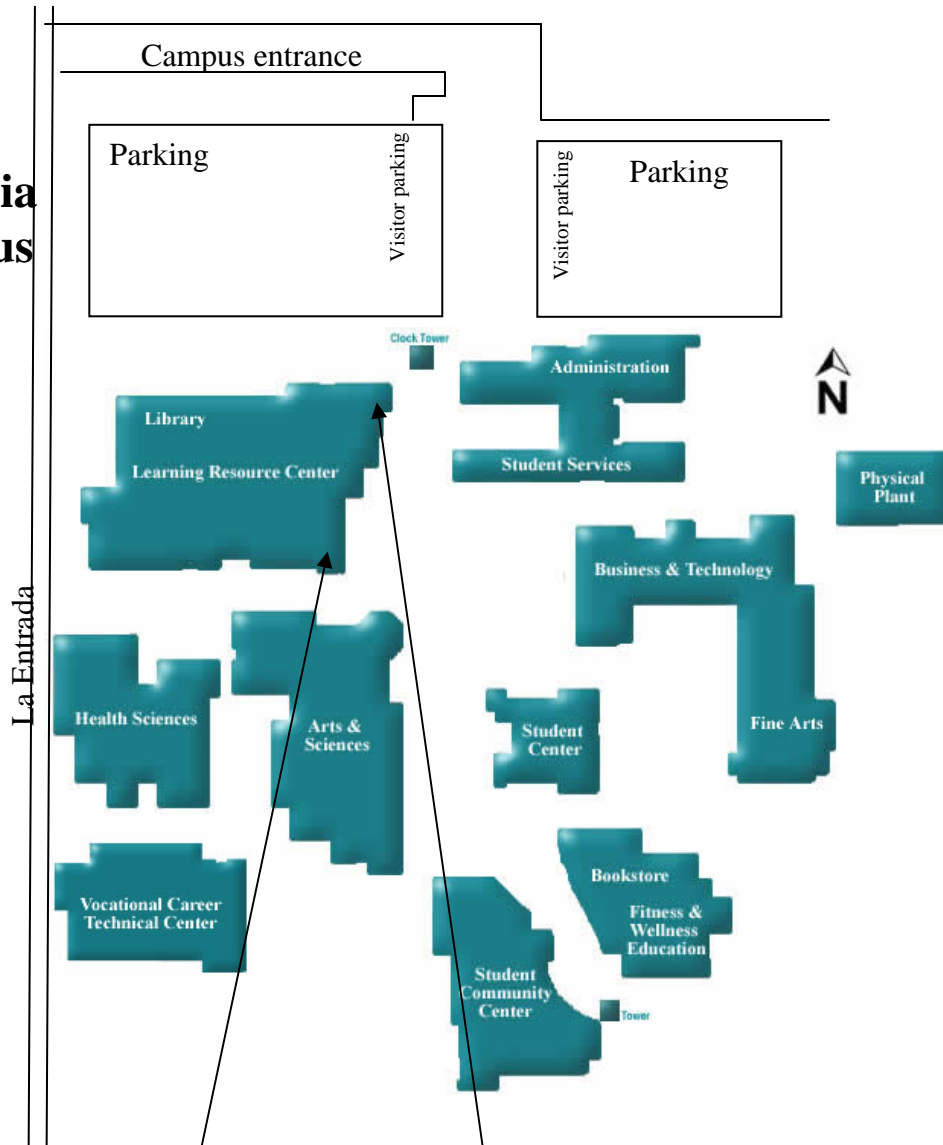
Tutoring:

Tutors will be asked to tutor for a minimum of one hour a week for six months, with allowances made for travel or other personal situations. Tutors are encouraged to tutor for longer times and more frequently if students and tutors agree to such tutoring. Substitute tutors will be arranged in the case of longer absences, at the student or tutor's request. Tutors will be apprised of expectations regarding paperwork the tutor needs to keep and report, prior to tutor-student match. Once tutoring has commenced, VCLC will provide the necessary materials, re-training, and support, within reason, for tutoring.

Non-Discrimination Policy:

VCLC is an equal opportunity employer and is committed to providing employment and services to clients, and/or participants without regard to race, color, ancestry, religious creed, national origin, physical handicap, mental conditions, sex, age, or marital status, sexual orientation, veteran status or other legally protected characteristic.

Valencia Campus Map



Patricio Rd.

The VCLC Tutoring Office is in the Learning Resource Center (LRC), room 172.

Hours are generally 9-5, Mon. – Thurs.

It is best to call before stopping by to ensure I'll be in the office.

Tutor Orientation is scheduled separately. Ask Susan for exact room.

Tutor training takes place in LRC rooms 101 A & C, with coffee/tea/lemonade and lunch in 101-B.

MAP TO UNM-VALENCIA CAMPUS

