

TUTOR JOB DESCRIPTION

POSITION: VALENCIA COUNTY LITERACY COUNCIL (VCLC)
VOLUNTEER TUTOR

CONTACT PERSONS: 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 18-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.
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 of either the ProLiteracy America Basic Literacy or the English as a Second Language training workshop.
3. Awareness of confidentiality needs of students and 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