

EXTRAORDINARY TUTORING

TUTOR GUIDELINES

Thank you for your interest in ExtraOrdinary Tutoring (ET), a program of East End Cooperative Ministry! We hope to match you with a great young person this year. Most importantly, once you are matched, we ask that you keep in regular communication with your young person's family about your schedule. The other really important thing we ask is that you make tutoring a commitment: we see much better results with students when tutoring happens regularly.

Always remember to have patience, enjoy getting to know your student, and have some fun learning together!

T U T O R S

I agree to:

- **Sign in and out with the security guards** (ELPC requires this of everyone entering the building);
- **Give my best attention to my student** during our session together;
- **Be ready to read** and do other supplemental work with my student in the absence of homework (ET staff can help you find things to do if you're stumped);
- **Periodically check in with my student's parent or guardian** about what he/she needs to focus on;
- **Pay attention** to whether or not my outside beverages or snacks are distracting to the session (We ask students to refrain from bringing food unless it's supper. Just use your best judgment for your own snacks.);
- **Tell staff and get family permission** before leaving the ELPC property (i.e. going next door to the East Liberty Carnegie Library to use the Internet);
- **Help my student follow the rules** for using the computer lab (allow an extra 2-3 minutes to save and shut down your program and file the CD away);
- **Arrive on time**; let the family know if I'll be arriving late (Please contact the family first, and then the center if you believe the student is already waiting there, and you've been detained.);
- **Communicate clearly and directly with the family** about all scheduling issues, that is, days I'm unable to attend, needs to reschedule days/times, etc. (Please DON'T ASSUME that just because you told the student, the message will reach the parent or guardian. Double check often.);
- **Guard my schedule and make tutoring a priority** (Please try to avoid scheduling other things during the same time as your tutoring session if at all possible. Matters that are out of your control such as illness, sudden transportation complications, final exams at school, and family emergencies are certainly an exception.);
- **Turn off my cell phone during my tutoring session** and refrain from answering a call unless it is related to the tutoring session;
- **Give my student and ET staff adequate notice** if I need to quit for any reason before the end of the school year (Kids can get attached to their tutors so the more notice you can give, the easier they can adjust!);
- **Communicate any complaints** or concerns related to the tutoring relationship with ET staff.

PHONE NUMBERS

ELPC Main Tutoring Center (Room 227): 412.361.0450
East End Cooperative Ministry: 412.361.5549
EECM Children & Youth Dept: 412.361.5012