Tutor Training Manual

Introduction

This manual is designed to accompany tutor training. Together, the training and the manual provide the tutor with an overview of the knowledge and skills that children develop as they learn. In short, the goal is to enhance development in mentees.

Following the steps highlighted in this training manual will allow interaction with mentees to occur in a manner that establishes a mutual respect and does not infringe upon the authority of an education professional. Most importantly, a tutor is placed with a mentee to strengthen and clarify the materials learned during school hours.

Keeping in mind that this experience may or may not be new to individuals trained as tutors, the best personalized style for engaging with mentees is always left to the tutor. Nevertheless, you are an employee of the University of Hartford’s Center for Community Service (CCS), you are expected to follow the guidelines at all times while employed.

Mathew Blocker-Glynn, blocker@hartford.edu
Director
Center for Community Service (860) 768-5409

Being a tutor for the Center for Community Service does not make the employee an education expert. If guidelines are not followed and/or repeated offenses occur, termination of the employee can be considered.
**General Expectations of Tutors**
As an employee of the *Center for Community Service Tutor Program* these expectations must be met:

- Commit to tutoring on a semester basis.
- Attend Training and Tutor Feedback Sessions.
- Plan to attend required Tutoring Sessions.
- Be sure to sign in and out on the Timesheet.
- Follow the volunteer procedures for your tutoring site.
- Submit the *signed* Timesheet to CCS bi-weekly by Friday at 4pm.

**Scholastic Environment**
While tutoring in an educational setting, following these guidelines will help make your experience successful.

- **Maintain a regular schedule**
  - Mentees and teachers count on you to arrive on scheduled times and days. Be sure to take time to develop a tutoring schedule that you can maintain. If the need arises to modify your schedule, inform your supervisor at the tutoring site 48 hours before the scheduled session.

- **Understand the preferences of classroom teachers**
  - Give the teacher the utmost respect, consideration, and courtesy.

- **Be aware of school policies and procedures**

- **Become familiar with the school calendar and class schedules**
  - Be aware of the schools or facility holidays and early dismissals. These cannot be included as scheduled tutoring sessions. Please make CCS aware of scheduled holidays, vacations, and professional development days.

- **Be prepared and organized**
  - Please arrive at site 10-15 minutes before the session begins to prepare for your mentee.

- **Be aware of the time and pace your session accordingly.**

- **Follow the school’s protocol for attending to your mentee.**
Suggestions for Sessions
The work the tutor does is to supplement what is taught in the classroom. Remember C.A.R.L.A.

- Confidence
  - Confidence will be reciprocated by the student if the tutor demonstrates it. This is essential to establishing trust.

- Authority
  - Authority is held by the education professional. Report behavioral issues to the professional at the site.

- Rushing
  - Rushing a mentee might be detrimental to his/her confidence. Remember to pace yourself accordingly.

- Listening
  - Listening to your mentee builds trust.

- Acknowledgement
  - Acknowledge success through praise and positive feedback. Also corrective feedback should be as constructive as possible.

Safety
If an emergency occurs:

- When at the tutoring site be aware of emergency protocol.
- While on route to the tutoring site feel free to call 911.
- If on campus and an emergency precludes you from reporting to work, call the Center for Community Service (860) 768-5409 and leave a message for the Director.

References

This manual is to be accompanied with training. This manual and training do not make an individual an education professional, all guidelines must be followed. Disregard for the guidelines can lead to termination.

Tutors who violate the Student Code of Conduct may be referred to the Office of Student Conduct Administration.

The Student Code of Conduct can be found in The Source.

The Center for Community Service does not have to wait until a conduct case has been adjudicated to render an employment related disciplinary decision, however the outcome of a student conduct disposition may impact the tutor’s employment status within the department.