

Your Role as a Tutor

A Tutor's Overall Objective: To help motivate and guide students, challenge them to improve their performance, and to help them succeed in their schoolwork and, ultimately, function more effectively in their lives both inside and outside of school.

Your Role

- Help motivate the student to improve study skills, self-esteem, and goal attainment. Try to make learning exciting, relevant and fun!
- Commit to a regular tutoring session schedule, and notify the site supervisor and student if you're unable to come.
- Help individual students or small groups with homework or other learning activities.
- Complete a tutoring log describing your session activities & the student's progress.
- Consistently communicate with teachers regarding the student's academic needs and progress, as well as tutoring strategies.
- When appropriate, communicate with parents regarding student participation and progress.

Qualifications

- Willingness to commit to tutoring for an extended period of time (9 months—an entire school year—is ideal).
- Basic knowledge of reading, writing and math skills.
- Ability and desire to motivate young people to improve their academic skills.
- Effective communication skills.
- Dependability, patience, and flexibility.



Qualities of an Effective Tutor

- A genuine appreciation for all people, an unconditional acceptance for students representing a wide range of cultures and background. A sense of respect and dignity for all people.
- An enthusiastic, encouraging attitude (even when discouraged) and the desire to help as well as learn from your student.
- Time to devote to the student through planning, preparation and actual tutoring.
- A willingness to learn and apply effective tutoring methods.
- An ability to build positive relationships and promote self-confidence and motivation in children.
- A willingness to provide positive discipline if and when needed.
- A sense of humor—you'll need it!
- Patience.

Responsibilities of an Effective Tutor

- Honor the time commitment you made to the student by being consistent, on time and prepared to tutor.
- Inform the student and tutoring site if you must miss a tutoring session as far in advance as possible. Students look forward to seeing you as their tutor and should know if you are unable to come.
- Awareness of any site policies or procedures regarding anything from student discipline to logging your tutoring hours.
- Seek training opportunities. Local volunteer organizations, colleges, universities, the United Way or churches may offer specialized training sessions on topics relevant to your student's needs.
- Report any sign of possible child abuse or neglect to the on-site tutor coordinator or teacher.
- Cooperate with the student's teacher and/or parent whenever possible. A team approach to the tutoring process will provide added support for the student.
- Communicate frequently with the people involved in your student's education.

