



TUTOR AGREEMENT

Qualifications Required:

Have developed expertise in subject area to be tutored and demonstrates ability to work with students from disadvantaged backgrounds.

Qualifications Preferred:

Have teaching experience and/or valid teaching certificate in West Virginia or reciprocal state. Has a Bachelor's Degree in Education or content field (or in progress). Has a background similar to students served.

Job Description:

The academic tutor provides one-to-one or group tutorial sessions for participants at target schools. Tutors are paid for tutoring completed during out-of-school time. If students have tutoring monitored during school hours, tutors will not be paid. Tutoring may be done in a variety of content areas depending on the qualifications and expertise of the tutor. Tutoring will involve student preparation for standardized tests, postsecondary options, and career choices. Time commitments for tutors vary according to qualifications, expertise, and participant needs. A strong commitment must be made to create a positive tutorial environment. Tutoring records will illustrate cognitive outcomes and/or procedures. (See attached Tutoring Rationale and Description for details.)

Responsibilities:

- Work with participants in support of Career and Academic Plan (CAP) developed by Upward Bound staff.
- Create a supportive tutorial situation to contribute to student self-confidence and motivation.
- Maintain detailed and complete records of each tutorial session with students; make note of progress and other information as the program guidelines require.
- Attend meetings to discuss program objectives as established by Program Director or other Upward Bound staff.
- Notify school advisor, students, and/or Upward Bound office (304.637.1389) when unable to attend scheduled tutorial sessions or meetings.
- Submit tutoring forms to school advisor **by the end of each month.**
- Other tasks as assigned by Upward Bound staff or school advisor.

*I understand that tutoring forms are due to the School Advisor by the **end of each month** in order to be paid. I also understand that tutoring forms are needed for students to receive credit and payment.*

Please provide the following information for payroll purposes:

Name: _____
(As it appears on tax forms)

Social Security Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work)

E-mail: _____

Area(s) of Certification: _____

Academic Year: School & School Advisor: _____

I have read the requirements and my signature below acknowledges acceptance of the terms of this agreement. If I am a certified educator, I will be compensated **\$20** per hour after monthly tutoring forms have been received. If I am not a certified educator, I will be compensated \$10 per hour after monthly tutoring forms have been received. This contract is effective through the grant cycle.

Signature

Date

Assistant Director

Date

Director, Upward Bound

Date

*Davis & Elkins College is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age or disability in its educational programs, activities, admissions or employment practices.

*Upward Bound is federally funded by the U.S. Department of Education, Title IV TRiO Programs.