

FOSTER CARE COUNCIL OF SOUTHWEST FLORIDA ("FCC")
TUTOR JOB DESCRIPTION AND ACKNOWLEDGEMENT

Objectives:

To provide tutoring assistance for regular and ESE students grades K through 12 in foster care or protective custody.

Qualification for Tutoring:

Certified teachers are preferred. However, school tutors, assistants and volunteers may be used. Tutors will be matched with appropriate students and will be provided a student assignment form. Tutors must complete a written application and undergo a background check.

Independent Contractor Status:

As independent contractors, tutors are required to complete IRS Form W-9. FCC will not withhold for tutors any sums for income taxes, social security, unemployment insurance or any other employee withholding. FCC does not offer worker's compensation coverage or any employee benefits.

Responsibilities:

Tutors are expected to develop a positive relationship with the students they tutor and the caregiver. Tutors should instruct the caregiver on how to assist the student with his/her academics.

Tutors will provide a written objective for each student following an initial assessment. Tutors shall maintain a portfolio of the student's work. Tutors will report on the student's progress and perform pre and post-testing as required.

All tutoring will be performed in the student's home (only if the caregiver is present). If the caregiver is not present, tutoring should take place in an appropriate public facility where other adults are present.

Tutors should be punctual for all appointments. On the rare occasion when they are not able to keep an appointment, they should notify the caregiver in a timely manner.

Tutors shall keep confidential all information received on the student and caregiver during the tutoring process. Tutors may disclose information to the FCC Education Committee as necessary to monitor progress.

Tutors shall supply the supplies and instruments necessary to perform their tutoring services.

Compensation:

Tutors may be compensated \$30.00 per hour, per child. Tutors will not receive payment for travel time or be reimbursed for transportation.

Tutors should keep accurate and complete tutoring logs verifying the amount of time spent with students. (Caregivers must sign the tutoring logs). Tutors shall submit tutoring logs and request for reimbursement to the Education Coordinator. If a student fails to appear for a pre-arranged tutoring appointment, the tutor may be reimbursed for the scheduled session. If a student misses two scheduled appointments, the tutor shall cease performing services and report the matter to the FCC.

ACKNOWLEDGEMENT:

I have read the job description and I agree to abide by the standards, rules and procedures described.

Date: _____

_____ Name