

Classroom Aide/Tutor Job Description Checklist

Volunteer Tutors

TITLE OF POSITION: Volunteer Literacy, GED, or ESL Tutor

PURPOSE OF POSITION: To help an adult learn reading, writing, and comprehension skills, and to widen his/her horizons through a one-on-one relationship. In addition, ESL students will learn conversational skills in English ranging from a basic level to advanced study, as well as achieve U.S. citizenship skills.

QUALIFICATIONS:

- High School diploma or equivalent and the knowledge necessary to provide quality instruction in the content areas they are teaching.
- All volunteers must comply with a state mandated background check.
- Criminal History Record Information obtained from the PA State Police.
- Tutors must be dependable and prompt; interested in helping others, respectful of confidentiality, flexible, friendly, and patient.

TRAINING:

- 1-1.5 hour orientation session at the Employment Skills Center
- Self-paced online tutor training through the PA Adult Education Resources PD Portal (www.paadultedresources.org/)
- 4 hours of continuing education/professional development per program year

LOCATION: Virtually, at Employment Skills Center office or community based location (Library, café, etc.). Tutor sessions may not be held in the tutor's or student's home.

TIME COMMITMENT: A minimum of at least 6 months. The volunteer tutor and student should meet at least 3 hours per week (one 3 hour session or two 1.5 hour sessions).

DUTIES: After the tutor training, orientation and initial student meeting, the following is expected:

- Meet regularly and punctually.
- Prepare for each lesson to meet the individual needs of the student.
- Provide encouragement and support to the student.
- Show acceptance by listening to what the student has to say, and demonstrating personal concern.
- Help develop a positive attitude toward learning by giving learning tasks the student is able to perform and tell the student when the task has been performed well.
- Encourage the student to continue responding to difficult materials by being supportive rather than critical of mistakes.
- Identify student's special interest areas and integrate reading materials into lesson.
- Inform tutor coordinator promptly of any problems encountered while tutoring your student.

REPORTS REQUIRED:

- Keep accurate records of hours tutored and student progress
- Submit tutor timesheet and monthly tutor report to volunteer coordinator on the 15th and last day of each month's tutoring

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Volunteer Classroom Aides

TITLE OF POSITION: Volunteer ESL or GED Classroom Aide

PURPOSE OF POSITION: Provide students with one-to-one in-class assistance and classroom instructors with support in delivering teaching materials.

QUALIFICATIONS:

- No prior experience is required, but volunteers must have a minimum of a high school diploma or equivalent.
- All volunteers must comply with a state mandated background check.
- Criminal History Record Information obtained from the PA State Police.
- Classroom Aides must be dependable and prompt; interested in helping others, respectful of confidentiality, flexible, friendly, and patient.

TRAINING:

- 1-1.5 hour orientation session at the Employment Skills Center
- 4 hours of continuing education/professional development per program year

LOCATION: In a virtual and/or in-person classroom setting.

TIME COMMITMENT: A minimum of at least six months. When in session, classes meet two days per week for two hours per class.

DUTIES: After attending the Classroom Aide orientation, the following is expected:

- Meet regularly and punctually with your class.
- Provide encouragement and support to the students.
- Provide logistical support to and take feedback and suggestions from the classroom instructor.
- Show acceptance of students by listening to what they say, and demonstrating personal concern.
- Help students develop positive attitudes toward learning by telling them when their tasks been performed well.
- Encourage students to continue responding to difficult materials by being supportive rather than critical of mistakes.
- Inform classroom instructor promptly of any problems encountered while working with students.

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