



## **Tutor Position Description**

- Would you enjoy working one-on-one with a second grader all school year to help him or her improve basic literacy skills and develop a love of reading?
- Are you willing to commit to building a relationship with a student in need of reading support as a 2-day, 1-day or substitute tutor?
- Are you passionate about the STAIR mission and want to share your experience and talent?

STAIR-Annapolis is a volunteer-powered organization. We could not do what we do without the commitment of our dedicated volunteer tutors, and we are so grateful for your partnership as we pursue our mission to help second graders throughout Anne Arundel County improve their reading skills, academic readiness, and self-confidence. Thank you!



## **Tutor Position Guidelines**

In order to maintain program standards and consistency across all STAIR-Annapolis sites, and to offer support for this important role, we provide the following guidelines for tutors:

- Arrive at assigned STAIR site approximately 15 minutes early. School sites will require a photo ID.
- Prepare for each session by reviewing the day's lesson, notes from tutor partner (when applicable), and by organizing student supplies.
- Greet students warmly and enthusiastically.
- Work with the student to complete the daily agenda for each session and refer to the agenda as needed to keep the session on track.
- Assist the student in selecting appropriately leveled books from the STAIR site library to read together during the session.
- HAVE FUN!! Provide positive feedback and lots of praise to the student on books read, sight words mastered, and worksheets completed.
- Seek out and respond to guidance from Site Coordinator regarding STAIR curriculum, policies, and best practices.
- Notify Site Coordinator immediately of any issues or concerns regarding student behavior, participation, or progress.
- Notify Site Coordinator as soon as possible if unable to attend a scheduled session so a substitute tutor can be arranged.
- Establish and maintain positive working relationships with STAIR staff, school personnel, Site Coordinators, fellow tutors, students, and STAIR families.
- Communicate with Site Coordinator(s) and, when applicable, tutor partner.
- Attend tutor training sessions, volunteer workshops, or other volunteer support programs or events whenever possible.