



# Wildwood Wildcats Booster Club

## Tutor Job Description

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| <b>Committee:</b>  | <b>Academic Committee in partnership with Tutors for Kids, Inc</b>   | <b>Job Title:</b>  | <b>Tutors</b><br>Middle High School |
| <b>Raptor Security Approval Required by School Administration:</b>   | Yes<br><a href="https://apps.raptortech.com/Apply/MTM2Mjplbi1VUw==">https://apps.raptortech.com/Apply/MTM2Mjplbi1VUw==</a>   | <b>School Year</b>   | 2022/2023                           |
| <b>Committee Chairperson</b>   | Josie Morello, Academic Chairperson  | <b>Chairperson Contact Information</b>   | curlytop@thevillages.net            |
| <b>Training Required:</b>  | If you join Tutors for Kids, Inc you must attend a 2-hr orientation<br><a href="http://www.tutors4kids.org">Become a Tutor – Tutors For Kids (tutors4kids.org)</a> | <b>Tutor estimated weekly time commitment:</b>   | 35-45 minutes                       |
| <b>Contact Information</b>   |  |  |                                     |
| <b>EMAIL:</b><br><a href="mailto:WWBC.BOOSTER@WILDWOODWILDCATSBOOSTERCLUB.COM">WWBC.BOOSTER@WILDWOODWILDCATSBOOSTERCLUB.COM</a>  |  | <b>WEBSITE:</b><br><a href="http://WILDWOODWILDCATSBOOSTERCLUB.COM">HTTP://WILDWOODWILDCATSBOOSTERCLUB.COM</a> |                                     |
| <b>Job Description</b>   |  |  |                                     |
| <b>ROLE AND RESPONSIBILITIES</b>   |  |  |                                     |
| <p><b>Mission:</b> Academic improvement in the subjects of math and ELA (reading &amp; writing) for which the Interventionist/Teacher requested help for a student.</p> <ul style="list-style-type: none"> <li>• Middle School (grades 6,7,8): Basic Math and/or English Language Arts (Reading &amp; Writing) @ WMHS, 700 Huey St, Wildwood.</li> <li>• MUST BE Sumter County School Board approved. Application must be completed online (Raptor System)<br/><a href="https://apps.raptortech.com/Apply/MTM2Mjplbi1VUw==">https://apps.raptortech.com/Apply/MTM2Mjplbi1VUw==</a> <ul style="list-style-type: none"> <li>○ Approval may take approximately 4 weeks to process.</li> </ul> </li> <li>• <b>Review Volunteer Handbook on Sumter County Schools website.</b><br/><a href="https://www.sumter.k12.fl.us/cms/lib/FL01903476/Centricity/Domain/1164/PS-149%20Volunteer%20Handbook%20Updated%202002-18-21.pdf">https://www.sumter.k12.fl.us/cms/lib/FL01903476/Centricity/Domain/1164/PS-149%20Volunteer%20Handbook%20Updated%202002-18-21.pdf</a></li> <li>• Wildwood Wildcat Booster Club Membership (Optional) – to join go to <a href="http://wildwoodwildcatsboosterclub.com/Membership">HTTP://wildwoodwildcatsboosterclub.com/Membership</a></li> </ul> <p>Once you have been approved the Program Tutor Coordinator will contact you with additional information:</p> <ul style="list-style-type: none"> <li>○ Math: Woody High will contact you to coordinate starting date and time.</li> <li>○ English Language Arts: (TBD)will contact you to coordinate starting date and time.</li> </ul> |  |  |                                     |

- Tutors may be assigned 1-3 students, usually the same ones during the 35- 45-minute session.

**TUTOR PROTOCOL:**

- Always bring your photo ID to sign in and out
- On first day inform Front Desk Administrator you're a tutor and provide name of Interventionist/Teacher (previously provided to you by Program Tutor Coordinator) you have been assigned to. She will provide you with directions to find room.
- Call or email your assigned teacher/Interventionist or Program Tutor Coordinator if you will be absent.
- Be discreet with confidential matters related to students.
- Only tutor the student on school property during school hours.
- Provide feedback to the Interventionist/Teacher on student(s)' progress or need for additional help.
- Be positive, cooperative and flexible during the first few visits. The teacher/Interventionist has a lot to do in working with students.

**WHAT TUTORS CAN EXPECT FROM INTERVENTIONIST/TEACHER:**

- A comfortable, safe working place for you to meet with your student(s).
- Interventionist/Teacher will provide information about student(s) you're tutoring and provide referenced material for you to use. (If this isn't initially provided, request it.
- Interventionist/Teacher should provide you with a monthly/quarterly update on the student(s) progress.

Reassignment: In the event the Tutor is not happy with assignment, contact the Program Tutor Coordinator. Every effort will be made to reassign Tutor which meets the need of the Tutor and school. Interventionist also have the opportunity to ask for a different assignment for the Tutor.

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| Author (s):      | Josie Morello, Academic Chairperson | Date:   | 4/25/2022          |
| Approved By:     | Mitch Landau, WWBC President        | Date:   | Date               |
| Last Updated By: | Josie Morello, Academic Chairperson | Version | 1.0.0<br>4/25/2022 |