

Prospective Tutor Frequently Asked Questions (FAQs)

- 1) **Who manages the classroom and students?** Each program (Adult Basic Education [ABE], Adult Secondary Education [ASE], and English Language Learning [ELL]) has program staff who are responsible for the program management in their area. You will meet the program staff at observation or training.
- 2) **Do I have to have teaching experience or an advanced degree to tutor?** No. Although having an education background may help, non-teachers can make great tutors!
- 3) **Do I have to speak a foreign language to work in the ELL program?** Not at all. We help students whose goals include learning or improving their English language skills to use whatever English they *do* know to learn the English they *don't* know.
- 4) **What happens in observations and trainings?** Observations are for prospective tutors to witness a live tutoring session, to see if the experience appeals to them. Each program has a different training session(s) and will include purposes and objectives of the program, background on students and levels of study, the precise role of the tutor, and a thorough review of the curricula and materials.
- 5) **Can I tutor in more than one program?** Yes, this is a possibility. We do ask that tutors select a primary program and be trained and work in that core area for at least 6 months before training in a second area. However, if the initial area of interest turns out to not be a good fit, we would be happy to explore other opportunities with you.
- 6) **What is the expectation for a time commitment?** We ask that you please commit to at least one 90-minute session a week for a 6-month period. Maintaining class time for a student depends on tutor consistency. If this once-a-week commitment doesn't work with your schedule, we offer some opportunities for drop-in tutoring.
- 7) **Will I have the same student every time?** For most programs, we aim to match tutors with the same students weekly. We believe that the development of a strong learning partnership between student and tutor leads to deeper engagement and accountability among students. If your usual student is absent, you may be paired with a different student for that session; we endeavor to fully utilize your time and talent!
- 8) **What happens if I travel or am ill?** Please let your program director know if you'll be away. We can accommodate vacations and occasional absences.
- 9) **What if my student is absent?** Students are strongly encouraged to call in at least one hour before the start of their class period. Each program may handle student absences differently – they might call you to cancel, or they might ask you to come in and work with another student in need. Your preference will be noted and respected by the director of your program.
- 10) **Is Literacy Services open in bad weather?** We will post information on our website and on our voice mail system, and it will be listed on all local television stations closings when we close for bad weather.
- 11) **Is tutoring my only volunteer option?** No. We have other non-tutor volunteer opportunities available, which include front desk support, fund development, grant writing, book drive & collection support, computer literacy, maintenance, marketing & special events, web/social media support, data entry, administrative work, workforce readiness, and more. If tutoring doesn't appeal to you or fit your schedule, let's discuss other possibilities!