

## **Educational Tutor Training**

Goal: To assist children, between the ages of 5-14, with homework completion and/or the completion of academic assignments given by Toberman staff. When you arrive, do the following:

- Sign your name in the Volunteer Logbook, which is located in the room.
- Report to the program facilitator for your classroom assignment. This would be one of the following individuals:

Sharon Stewart – Toberman Learning Center (TLC) – ages 5-9

Isabel Mesa – Child Care ages 5-9

Michele Fallon – Bridges I – ages 10-14

### **Working with the Student**

1. After you have been assigned a child, greet the child with a smile and a handshake as you introduce yourself. Ask the child their name; this should take less than a minute.
2. Let the child know that you are a volunteer and that you are here to help with their homework.
3. Ask the child if he/she has homework. If the answer is no, ask if you can check his/her backpack to make sure. If the child does not have any homework, he/she is required to read out loud for 15-20 minutes from an age appropriate book and to complete assignment(s) found in the child's Toberman folder.
4. While tutoring, remain focused with a professional attitude. We know that some of the children love to talk and are easily distracted. Many times they will divert your attention away from completing the assignment at hand. Should this occur, remain focused, and direct their attention back to completing the assignment. Here are some helpful tips—
  - Use your words firmly, and fairly. Here is a typical example—“We can talk about that later, right now we must complete what you're working on.” “Sit down; you can get up after you have completed all of your work.” Remember, the “7 Rule”—It is easier to remember something if it is repeated 7 times.
  - Never belittle or insult a child. If you have tried everything, and the child is still not cooperating or comprehending, get the attention of the Toberman staff person assigned to your room and ask for assistance.
  - Use low inside voices while working and sitting with the student, and encourage the student to do so as well. Feel free to ask the participants to lower their voice by reminding the child, “We use our inside voice in the classroom.”

### **Helping with Homework**

1. All homework is to be completed and checked for accuracy; you must check all answers and correct those that are wrong. Only the student is allowed to write answers on his/her homework papers. If you are not sure of the directions or answers, please ask staff for help.
2. Never give the child the answer. You can give hints or clues but never the answer. Some of the children are good at playing the “helpless/clueless role”. Be cautious and do not feel sorry for the student or give in out of frustration. We firmly disapprove of this action and feel all children are to be patiently encouraged to seek out the correct answer. We are here to let them know that no matter how long it takes; we will not give away the answer.

3. All children are required to complete their homework and/or the Toberman assignment between 3:30 p.m. - 4:30 p.m. Any student who has not finished will be permitted to participate in the feeding program, but will not be able to eat their meal until all work is completed. By enforcing this rule, you will find that the child will complete the work in a rapid manner to receive the evening meal.

### **Assisting with Reading**

1. All children are required to read or be read to for 15 to 20 minutes a day, if time permits.
2. When you listen to a student read, give them a chance to sound out the word(s), even if the word is unknown.
3. Once the student has finished reading, ask questions to see if they have comprehended what has been read. If the student did not, have them to read the book or the passage again. Ask the child the same question or a similar one to see if they have comprehended. Wait for the appropriate answer. If they still did not get the correct answer, you can read the passage again and ask questions which will directly give the child a clue as to what the answer should be.
4. Should you run out of time and have to leave, please let the Toberman staff assigned to that room know so that arrangements can be made to ensure that the student finishes the work.

### **Leaving**

1. Before leaving, please say goodbye to your student with a firm handshake and a smile. Look the child in the eyes and tell them that it was a pleasure working with them. Wait for the child to give the appropriate response. If the child doesn't know what to say, you can respond by saying, "It was great working with you today, thank you."

### **Do's**

- Refrain from horseplay, socializing and joking around during study hour.
- Remember to have a professional and positive attitude.
- Give the student heartfelt encouragement when you see the child struggling to get the picture.
- Give the student a heartfelt compliment when they are successful in a task or has done something good.
- Ask the staff person assigned to the classroom for the student's folder for additional work as needed.
- Remind the student to clean their area and put away learning materials before leaving the classroom.
- Remind the child to use manners and give examples of how to say things correctly.
- Feel free to stick around and bond with the child after the homework club is over.

### **Don'ts**

- Hit or yell at the child.
- Belittle or insult the child.
- Give personal gifts to the children.
- Offer to take the child anywhere off campus
- Do not keep secrets if a child attempts to confide in you – relay all information of this nature to the staff immediately
- Allow the child to leave without cleaning up his/her area and returning items to their proper place.
- Leave without saying goodbye to our staff and participants.

We appreciate your desire to work with Toberman's children and know that you will be making a difference in their lives.