



## Center Tutor/Aide Job Description & Rules Agreement

**Center tutor** duties include working and assisting with children K-6 at North, South and West Elementary Centers. The Rules, Policies and Procedures portion of this document also applies to summer staff.

- ✓ Tutor children during “Power Hour” one-on-one with their homework, reading or other subjects **as assigned** by each building.
- ✓ Supervise children during transitions between Power Hour, Enrichment and going home including busses, hallways, snack time and other duties as assigned.
- ✓ Assist and help the teacher/facilitator with attendance, monitoring behavior as set forth in the behavior rubrics, and general duties.
- ✓ Assist in cleaning up activities, return all supplies & materials for next day’s activities as directed.
- ✓ Follow the Site coordinator and/or Program Director’s directives at all times. Under no circumstances are center/program decisions to be made without first consulting with the site coordinator and/or Program Director.

### Rules, Policies, and Procedures

#### **Introductory Period**

- The *introductory period* shall be considered part of the tutor/assistant selection process. Appointment of a person to a tutor or assistant position with Lights On in Lander will occur after successful completion of an *introductory period*. The *introductory period* allows program management to evaluate the tutor’s ability to perform duties, responsibilities, skills and other related requirements of the position. .
- The *introductory period* will be for 60 working days. This initial employment status will allow time to evaluate job performance and program suitability. There will be two review periods: 1) upon completion of the first 30 days; 2) at the end of 60 days. The 60 day evaluation will determine if the employee will receive regular employment status, will have the introductory period extended, or will be terminated or demoted. All performance evaluations will be conducted privately with the program director and/or site coordinator.

#### **Center Procedures**

- **The hours that you have been assigned are not guaranteed.** You are employed on an “as needed” basis contingent upon current registration and funding. The Program Director reserves the right to change job location (center) and/or assigned work hours based on the needs of the program. Keep track of your hours on timesheets provided and turn into your supervisor by the 13<sup>th</sup> of each month. Wages are paid based on time worked at the center. Time worked without prior approval from the Program Director will not be authorized for payment.
- It is required that all staff check in upon arrival at the school “center” and sign in on daily sign-in sheet at the beginning of each shift.

- Daily job assignments are determined and assigned daily by your site coordinator. This person is your immediate supervisor. Because consistency is critical, assignments will remain fixed if possible.
- It is your responsibility to ask if anyone needs help and assist where needed.
- **Refer to and utilize the Lights On Student Behavior Rubrics AT ALL TIMES.** At no time are tutors and/or aides to make unilateral decisions as it relates to student behavior issues. If the employee is unable to determine how to follow the rubric, immediately refer to the site coordinator.
- ***Be kind to students.*** Report any problems immediately to supervisor. It is not your responsibility to handle behavior problems. Raised voices, yelling or threatening punishment or other harsh behaviors towards students ***will not be tolerated.***
- At no time are tutors or site coordinators allowed to provide counseling to any Lights On student. The goal of the Lights On program is to provide academic and enrichment opportunities for children in a safe and structured environment. If there is a concern for a child's well-being, it should be referred to the site coordinator who will then contact the school social worker. Confidentiality shall be maintained at all times.
- Transporting Lights On students in private vehicles is forbidden. At no time can a student ride in an employee's vehicle.
- If assigned for enrichment duties, at program's end make sure the classroom is restored to its original order, check bathrooms and take any items that have been left to the Lost & Found.
- Be sure the Lights On office has a copy of your work schedule so we know what days you have committed to the Lights On Program.
- Notify the Lights On office by 9:00 am at 332-4240 if you are not going to report for work that day so that a replacement can be assigned to work in your spot.

### **Conflict Resolution Procedure**

- All employee concerns should be communicated with site coordinator as the initial step. If there is no satisfactory conclusion, then the employee should contact the Lights On office for discussion with the Program Director.
- Please consider this job as any other. If the rules and regulations as set forth above are not followed accordingly, first you will be given appropriate counseling and opportunities to improve in the form of a timeline. Should this prove unsuccessful, we reserve the right to dismiss you from the Lights On in Lander Program.

I have read and understand the above job description, rules and policies and accept my responsibilities to the *Lights On in Lander* Program as stated above.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_