



America Reads
Federal Work Study Off-Campus
THE AMERICA READS TUTOR CONTRACT

I, _____ by signing this contract and becoming an America Reads Tutor, agree to fulfill to the best of my ability, with honesty, integrity and commitment, any duties I am called upon to undertake in order to achieve the goals of America Reads. I agree to:

(PLEASE INITIAL EACH LINE UPON ACCEPTANCE)

_____ Dedicate myself to helping realize the goal of America Reads -- to have every child reading well and independently by the end of the third grade.

_____ Commit to at least **one** full, continuous semester of tutoring.

_____ Work the entire semester, including during mid-terms and exams (I will not drop out of the program before the **entire** semester is over).

_____ Report to my site **on time** and in an **appropriately professional** manner of dress. **No shorts, cutoffs, or halter or low cut tops.** I will contact the coordinator at my site for particular requirements as dress code may vary.

_____ Agree upon a weekly work schedule and fulfill this schedule every single week, missing work only in cases of extreme emergency or when I am too sick to go to work.

_____ Notify my site supervisor a day in advance any time I have to miss work due to emergency or illness and make up those hours if possible.

_____ Work up to a maximum of 25 hours per week.

_____ Attend all mandatory orientation and trainings throughout the academic year. **Missing these may result in termination.**

_____ Contact and schedule to meet with site supervisor once I have been assigned a possible site.

_____ I understand that my being employed with the America Reads program is contingent upon a successful interview at the tutoring site.

_____ I understand that I **will be paid for orientation and training time only if I am selected by the tutoring site and begin working with children.** If I drop out before beginning to work at my site, or if the site doesn't accept me, I will not be paid for orientation and training.

_____ Show up prepared for the first meeting with site coordinator. I will bring my "Placement Confirmation Agreement" with me so that the reading coordinator will have all the necessary information. I will also have completed the Miami-Dade County Public Schools online volunteer application.

_____ Provide a **working** contact phone number and email for the reading coordinator and the FIU America Reads office. Contact the FIU America Reads office and the coordinator if there is a change of address, email and/or telephone number.

Accurately and thoroughly complete all paperwork and include it in my students' folders in a timely manner.

Turn in timesheets on time every two weeks to both my site supervisor and the FIU Financial Aid Office.

Wear identification with name and purpose at all times while at my tutoring site.

Never, under any circumstances, falsify my timesheet. I understand that if I lie on my timesheet, I will be terminated and will face harsh consequences from the University, possibly including expulsion, loss of all financial aid eligibility and prosecution.

Never do college homework, visit the Media Center to read newspapers, magazines, etc, use a cellphone, or perform other extraneous activities during the time I am paid to be tutoring.

Follow the tutorial model and the reading plan.

Understand that as a Federal Work Study America Reads tutor, the scope of my work is limited to reading activities that involve children and/or their parents. I am not allowed, under any circumstances, to do activities outside the America Reads program such as supervising classrooms, tutoring math, science, or social studies, assisting with physical education, chaperoning field trips, administering student assessment tests, or any other teacher's duties or non-America Reads duties.

Understand that I have made a commitment to my tutoring site and to the children who will look up to me and promise to do everything in my power not to let them down.

Go through the proper channels of communication listed on page 3 of the Tutor Handbook if there is an issue to be addressed (concerns at site, absences, questions, etc.).

As the end of each semester nears, agree to communicate with my site supervisor regarding my plans and schedule for the following semester. I will complete a new Placement Confirmation Agreement and give a copy to my site supervisor and the America Reads office when my work hours change. When it is time for me to leave the tutoring program, I will notify my site supervisor and classroom teacher well in advance and develop a plan for saying goodbye to the children I tutor.

Maintain at all times 6 credit hours and at least a 2.0 GPA. I understand that if I am not registered for at least 6 hours or if my GPA is below 2.0 I am not eligible to work in the program. It is my responsibility to monitor this at all times and I will not be paid if I continue working without meeting these requirements.

I realize that violating any terms of this agreement could result in termination from the America Reads program and further disciplinary action.

Signature of Tutor

Date

Panther ID #

Reviewed by:

Site Coordinator or Reading Leader

Date