



Placement Confirmation Agreement

Student's Name: _____

Panther ID: _____

Placement Site: _____

Organization Name: MDCPS (America Reads)

Reading Coach: _____

Reading Coach's Phone: _____

FIU America Reads tutor agrees to:

- ◇ Follow all school/agency policies & guidelines
- ◇ Establish a set work schedule with agency supervisor and fulfill this schedule
- ◇ Notify supervisor at least 24 hours in advance if you must miss work
- ◇ Communicate openly and honestly with agency supervisors
- ◇ Attend all training & in-service sessions
- ◇ Keep track of hours and have supervisor verify hours worked

School/Agency Reading Coach agrees to:

- ◇ Provide tutor with orientation, training as necessary, and on-going support and supervision
- ◇ Ensure that tutoring activities are structured, well planned, and effective
- ◇ Provide tutor with space to work and tutoring materials
- ◇ Evaluate the tutor's performance and provide regular feedback on job performance
- ◇ Monitor tutor's hours and sign off on daily time sheet
- ◇ Maintain a copy of tutor's bi-weekly time sheet on file

FIU America Reads Tutor Schedule

_____ Semester and Year

WEEK DAY	IN	OUT	TOTAL
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
TOTAL WEEKLY HOURS			

I agree to, and will uphold, the terms of this placement agreement.

Student's Signature

Print Name

Date

Reading Coach's Signature

Print Name

Date

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