SAI Tutoring Program – (Schoolwork Assistance Initiative Tutoring Program)

Background:

With the COVID crisis, school children will be faced with many challenges over the coming new year. We have a team of volunteers who are eager to lend a helping hand. Teachers can identify students that may benefit from math, science, and language arts enrichment along with homework help when at home. A volunteer will connect via teleconference and provide tutoring. A **formative assessment** will guide and instruct students to assist in making higher-level cognitive connections.

Target Population:

- Children from grades 3,4,5 from underserved schools requiring help with homework and mastering of learning competencies.

Volunteers:

- High School students, Young Adults and Adults
- Volunteers are required to complete clearance requirements including abiding by *The National Tutoring Association Tutor Code of Ethics:*
    - *I will provide honest feedback in the form of positive praise and/or constructive suggestions to students I serve in a manner beneficial to their overall learning.*
    - *I will demonstrate faith in each student's learning abilities understanding my primary goal is helping them discover and develop skills needed to reach their desired educational outcomes.*
    - *I understand my relationship to each student I tutor is professional and not personal.*
    - *I will respect and be sensitive to students' cultural background and personal value system; keeping in mind their personal dignity.*
    - *I will keep information about all students I work with confidential.*
    - *I will remain flexible to my approach to student learning, respectful of the various learning styles and preferences.*
    - *I will share techniques for improving study skills with students; respecting their differing learning styles and preferences while exhibiting excellence in my approach to the content being tutored.*

Developing a program with your local school:

- **Step 1: Identify school**
    - Find the elementary school in your community that has the greatest need. Generally, your state's Department of Education will issue "Report Cards" posted on their website that provides data on schools in your state. Your first contact

should be with the Superintendent or Principal. Approach the school, ideally along with an individual that already has a relationship with the school or district.

- **Step 2**: **Provide mission statement:**
  - *The mission of the Schoolwork Assistance Initiative Program is to assist those children who need assistance with their homework along with math, science and language arts enrichment. Our volunteers approach teaching with sensitivity to the child's individual needs. The goal is to motivate children to be successful students who enjoy learning through focusing on strengthening basic skills and building self-confidence.*
- **Step 3: Goals and objectives**
  - Identify number of volunteers that are available
  - Identify number of students that can be enrolled;
  - Identify a length of time allotted for the typical session; sessions may be one on one or include a few students at a time based upon the teacher's guidance
  - Develop training sessions for volunteers
    - Need training on materials and learning strategies used by the teachers of each grade level tutored.
    - Become familiar with how the skills are taught by the classroom teacher and the textbook used for the subject matter.
    - Adhere to content and cognitive curricular goals which are based on grade level expectations supported by the learning strategies that help children to achieve benchmarks in mastering competencies.
    - Establish a method of ongoing communication with the teacher that provides the feedback that helps volunteers to improve tutoring skills.
    - Place emphasis on how to make learning enjoyable and fun and to develop an awareness for the importance of being loving and patient with each child.
- **Step 4: Program design**
  - Complete and submit all required paperwork for granting volunteer clearance for the proposed volunteer role according to district and/or state policies.
  - Teachers will determine which students are recommended/eligible for the program.
  - Work with the teachers and/or principal on how the tutoring program should be implemented:
    - The school will determine the online platform to be used
    - Finalize Day and Time
    - Identify requirements for record keeping and how frequent to submit data to teacher.
    - Principal and/or teacher will determine if direct contact with the parents is appropriate or warranted.
  - Plan an orientation program
  - Create a training schedule for volunteers
  - Hold bi-weekly meetings/workshops for volunteers
  - Identify resources to be used during the tutoring sessions
- **Step 5: Implementation of tutoring**
  - After approvals and orientations are completed

- Identify feedback mechanism from student, parents, and teacher
- Develop a simple evaluation tool with a comment section:

Evaluation Tool Example

Student Name:

Grade:

Teacher:

Date:

This week we worked on: Basic multiplication

Student Needed Support for: Multiplication by single digits

Student Was Able to: Memorize multiplication facts for 0-5 and complete 9 of 15 problems correctly.

Additional Comments Related to Content, Improvement, Process and etc.:

Volunteer Name:

- Consider amending and gradually increasing scope and reach of the program depending upon feedback.
- The tutor-student relationship and the quality of the communication and interface with the teacher and parent(s) are key.
- The tutor should strive to establish a good balance between cognitive and affective objectives and cultivate trust and a sense of affective well-being.
- Tutors can also be on the alert for opportunities to reinforce/enhance self-confidence that may arise during the course of interaction.
- A values-based quote-a-week or sharing an occasional personal story with themes of effort, persistence, resilience, kindness, etc., when done in the right informal style can go a long way