



The Tufts Literacy Corps
America Reads/America Counts at Tufts University

Tufts Literacy Corps Tutoring Logistics: Getting Started

Working in the Schools

Most TLC tutoring takes place at local schools and after school programs. Tutoring during the day generally happens during the schools' **x-blocks**.



- X-blocks are 40 to 45-minute blocks of time scheduled every day, in which all children who will benefit from extra academic support can leave their classroom room for help without missing key lessons.
- For each grade, the open blocks are (almost always) at the same time, every day of the week.
- Most TLC tutors who work in the schools visit their school twice a week, during the x-block for a particular grade. With regard to scheduling, this means that you should be able to visit a school twice a week, at the same time.
- If you want to work longer, it is often possible to work with two children from different classrooms, if the grades have consecutive x-blocks. For example, you might work with a 2nd grader during a 12:00 to 12:40 x-block, and a 3rd grader from 1:00 to 1:40.

Getting Started at Your School

CORIs: Before you can begin tutoring, the school must clear your "CORI" (Criminal Offender Record Information). This is a routine criminal check that runs your name through a data base to make sure you have not faced a possible jail sentence for any offense involving children. It involves filling out a simple form that you can either print out in advance, or get from the school secretary, who will also ask to see a **state issued picture ID** (either your driver's license or a state ID card). The links to the CORI request forms for Somerville and Medford are included below.

Somerville: <https://www.somervillema.gov/sites/default/files/cori-request-form.pdf>

Medford: <https://www.medfordpublicschools.org/wp-content/uploads/2017/04/CORI.pdf>



It generally takes two to three days for the CORI forms to clear (and sometimes longer). *Please visit your assigned school as soon as possible to turn in the form.*

Setting up Email Contact With Your Tutee's Teacher:

When you are scheduled to go to a particular school, you will be given an email contact for your tutee's teacher (you may not have a particular student's name until you arrive at the school on your first day, however). Please email the teacher to introduce yourself and make sure she knows the days and times you will be coming to the school.

Tutoring On Campus

If you are tutoring on campus, you will receive contact information for your tutee's family. It is your responsibility to contact the family and arrange tutoring logistics that work for everyone.

As soon as you receive the information, please email your student's parents AND call them to speak or to leave a phone

message (this is important; some families do not have access to email). Give the parent 2 days to return your call or your email. Then, if you have not heard back, contact them a second time. If you do not receive a response within another day, let Dr. Krug and the on-campus tutoring coordinator know, and ask for a second referral.

Please remember that **reliability is critical**, despite the increased flexibility of meeting children on camps. Do NOT cancel or re-schedule tutoring sessions casually, even if the parents are accommodating. Dinners with friends or club meetings are not good reasons for cancelling. You want to communicate the importance of this tutoring relationship, so unless you are really ill, you should not ask to rework a schedule.

Dear Ms. Hanover:

I am one of the Tufts Literacy Corps literacy (reading OR math) tutors this year, and I have been assigned to tutor a child in your classroom. I will be visiting the school on Tuesdays and Fridays and would love to begin tutoring on Tuesday of next week, if this is convenient for you.

I'm really excited to be working with you and your student this year!

Thank you,

Melinda Lovelace

What You Are Paid For

Tufts Literacy Corps members are paid for EVERYTHING they do as part of their employment with the TLC, including:

- **Travel:** America Reads regulations authorize pay for travel off campus. That means that as soon as you are heading to your school, you are on paid time (please keep track of it, so you can include it in your weekly hours). This includes traveling to the school to turn in your CORI forms. It does NOT include walking from one site on campus to another.
- **Every session you have with a child is considered 1.5 hours of time.** This includes:
 - 45 minutes of direct work with your tutee
 - 15 minutes of notetaking (a critical part of tutoring, and the only way you'll keep track of what you're doing)
 - 30 minutes of "free" prep time (preparation is very important and 30 minutes is minimal. All TLC tutors are paid for 30 minutes of prep per session. If you do more than 30 minutes, this is also paid, of course. However, you must explain in detail what you did and include it with your hours.
- **Meetings email communications with teachers and/or parents**
- **On-campus training/supervisory meetings**
- **Readings and journaling, when they are assigned**
- **Special events:** These may include running a booth at Read by the River or attending an Implicit Bias workshop.
- **All other time spent in the service of the TLC,** including administrative assistance, working on the TLC website or writing articles for the *TLC Bulletin*.

Need Help? The start-up logistics can seem confusing and even overwhelming, particularly if this is your first year at Tufts. Feel free to email Dr. Krug at Cynthia.Krug@tufts.edu, or any of the returning tutors posted on "Ask a TLC Tutor" with questions. You can also go to the Tufts Literacy Corps website: <https://sites.tufts.edu/tufts-literacy-corps/resources/>, where you will find directions to all TLC partner sites and instructions for how to report your TLC hours, as well as resources for tutoring.

