Please complete and return application to the Pathways Office, SDSU North Education room 280
If you have any questions about the application, please email pathways@mail.sdsu.edu
TUTOR APPLICATION QUESTIONS

NAME: __________________________

1. Please list 3 future goals:

2. Are you affiliated with any SDSU campus organizations or clubs?

3. Explain why you believe you would be an effective tutor.

4. What is your preferred method of communication? __E-mail __Text __Facebook

5. How did you hear about our service-learning tutoring programs? Friend - Who? ________________
   Flyer   Email   Table/Orientation Fair   Class Presentation   Other: ________________

6. Do you speak a language other than English? _Yes _No   If yes, what language(s): ________________

7. Do you plan to drive your personal car to your assigned school site? _Yes _No

8. Do you plan on taking public transportation? _Yes _No

9. Did you participate in a TRIO program in High School (Upward Bound or Educational Talent Search)?
   ________________ Or other student outreach program (GEAR UP, Reality Changers, College Avenue Compact.)?
   ________________ If yes, what school? ________________

PARTNER SCHOOLS:

Elementary School (K-3) – America Reads
   Rosa Parks
   Marshall

Middle Schools (6-8) – America Counts
   Bell
   Horace Mann
   O’Farrell
   Monroe Clark
   Wilson

   Do you live close to one of the above schools? If so, which school(s): ________________
   Are you Alumni of any of the above schools? If yes, which school? ________________

High Schools (9-12) – America Counts
   Castle Park
   Crawford
   Hoover
   Lincoln
   Montgomery
   Morse
   O’Farrell
   Southwest

SUBJECTS:

America Counts tutors are in math and science at the middle and high schools.
   Statistics, power-up and support classes as well. Science 6, Science 7, Science 8, Biology, Physics

America Reads tutors work with Kindergarten to Third Grade to build early literacy skills.

Volunteer tutors can tutor in Math, Science, English, and Social Studies

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SERVICE-LEARNING TUTOR JOB DESCRIPTION

POSITION DESCRIPTION:

• Provide individual and small group tutoring to pre-college students in local underserved elementary, middle and high schools
• Provide high quality tutoring assistance in Math, Science, English and/or Social Studies
• Assist students in improving academic achievement by reviewing class materials, discussing the text, predicting test questions, formulating ideas for papers or working on solutions to problems
• Follow classroom rules and instructions from assigned K-12 teacher
• Tutoring is a supplement to classroom teaching. Tutors are not expected to know everything about the subject for which they tutor
• Follow all program procedures covered in tutor training
• Helping students learn positive study habits and test taking skills

RESPONSIBILITIES:

• Complete required 7 hour tutor training
• Complete minimum of 4 hours of tutoring per week split into two days per week
• Check email and phone messages on a daily basis to keep up to date with program needs, reply to emails within 72 hours.
• Collect required data on students including student data forms, student logs
• Turn in accurate and complete paperwork by deadlines including monthly time sheets, required data, hiring packet, and teacher evaluations
• Be punctual for all scheduled tutoring sessions. It is your responsibility to notify the Pathways Office and your assigned teacher if you will be late or need to miss a session
• Assist with program-specific fundraisers and events
• Be professional and a good role model
• Follow dress code and cell phone policy
• Enroll in Service-Learning course (TE 362 or ED201)
• Actively participate in monthly professional development seminar

QUALIFICATIONS:

• Be enrolled at San Diego State University
• Maintain a G.P.A. of 2.5 or higher
• Maintain a B average in subjects interested in tutoring
• Have a strong desire to work with children and help them achieve academic success
• Desire to work with people from cultural and diverse backgrounds
• Excellent communication and time management skills
• Problem solving skills
• Tutoring experience is a plus!

ASSIGNMENTS/PAY:

• Volunteer or if you qualify for work-study, which is part of your financial aid package, we pay a competitive rate of $13.00 per hour. Raises are given for superior job performance
• Tutoring will be assigned according to student demand, school needs and tutor availability
• Up to 20 hours a week and 8 hours a day within semester dates
• Tutors are responsible for keeping track of hours

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