Function:

Tutor adult learners in basic skills

**Job Description for Adult Literacy/ELL Tutors**

**Responsibilities:**

* + - Complete the **required tutor training** to learn how to effectively plan lessons and use adult literacy texts and materials.
    - Tutor your learner for **1 year**.
    - Meet with your learner **2 times per week**, for a total of **at least 2-3** hours per week.
    - Give your learner at least 24 hours’ notice if you need to cancel a lesson (when possible).
    - Plan and follow weekly lesson plans.
    - Track and recognize your learner's progress.
      * Administer the text’s unit test when your learner completes a unit.
      * Give the completed test and results to the Council, for your learner’s file.
    - Submit a Monthly Tutor Report on the 1st of each month:
      * Tutoring hours
      * Preparation time
      * Description of the materials you use and lesson activities
      * Learner progress and goals
    - Contact the Council with questions about materials or teaching strategies.
    - Attend in-service meetings, when possible.
    - Encourage your learner to attend group literacy/ELL classes with the Council or technical college, if possible.
    - Contact the Council:
      * after the first lesson.
      * if you and your learner will stop meeting temporarily.
      * you or your learner can no longer meet for lessons.
    - Return all tutoring documents to the Council when you stop tutoring.