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.