

# Westland Literacy – Tutor Contract



I, Westland Literacy Volunteer Tutor, will:

- acknowledge that I am 18 years old or older
- commit a minimum of 2 hours/week for 1 year, plus preparation time
- treat learner opinions, experiences and progress with respect
- maintain learners' privacy and confidentiality
- respect and work with people of diverse backgrounds without discrimination based on race, nationality, ethnicity, religion, gender, sexual orientation, economic status or disability
- contact my learner in a timely manner after placement
- work with my learner at either the library or an approved public tutoring site; I will not participate in tutoring session in any private residence
- demonstrate behavior appropriate to working one-on-one with an adult
- get to the library or other approved tutoring site without assistance from the program or my learner and without providing assistance to my learner
- arrive at the tutoring session on a mutually agreed upon time
- notify my learner in advance if I will be late or need to miss a session
- prepare lesson plans based on learner goals, needs and interests
- maintain records of learner achievements/accomplishments and report these to Westland Literacy staff
- submit Monthly Progress Reports
- maintain contact with Westland Literacy staff and notify staff if problems arise, if learner is not meeting time commitment or if tutoring sessions terminate
- notify staff of all changes of address, phone or availability

I have read and agreed to the Westland Literacy Tutor Contract

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Tutor's name (please print)

Tutor's signature

Date

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Received by (please print)

Staff signature

Date