

# CAPSA Tutoring Program Coordinator Job Description and Responsibilities

## Site Preparation and Clean-up

Coordinators should proceed to the back room to help carry out boxes of books and teaching materials, copier, and other important items upon arriving at the CAPSA tutoring facility.

Coordinators should also clearly lay out all nametags of the tutors and tutees of their groups within the assigned areas. At the end of the tutoring session, coordinators should return all materials to the CAPSA cabinet and check that the area is clean.

## Tutor and tutee match-ups

Coordinators are responsible for ensuring that every tutee has a tutor. By 9:55 am, everyone should be settled into a pair. Whenever possible, coordinators should avoid giving tutors more than one tutee (two max). Coordinators are expected to teach if there is a shortage of tutors or on their assigned tutoring weeks. At times, it may be necessary to swap/share tutors with other groups. Try to maintain the same tutor and tutee match-ups every week. By 11 am of each CAPSA tutoring session, the weekly tutor-tutee match-up record and attendance record should be completed and handed to the deputy director of K-12 operations. Tutors and tutees should be periodically (about once every two to three months) given an updated match-up roster that also contains pertinent contact info.

## Attendance records

Coordinators will monitor tutor and tutee attendance. In addition to the sign-in sheets, match-up records will be kept by coordinators to record the tutor-tutee pairs for that week. Tutor and student record sheets should be distributed 30 minutes before the end and collected and signed at the end of the tutoring session. Coordinators should ensure that the student record sheets are fully completed. These records will be used to fill out the Student Service Learning Verification forms for tutors at the end of each semester.

## Preparing Teaching Materials

Coordinators are responsible for compiling all teaching materials, organizing workbooks and other educational materials for tutors.

## Training tutors

Many tutors are earnest but inexperienced. All tutors should attend the mandatory tutor training by the program director or a lead coordinator. Coordinators should get to know all the tutors in their group, gauge their ability to teach, and help them if required.

## Monitoring groups

The basic duty of a coordinator is to make sure his/her group is functioning smoothly and be aware of everything going on in his/her group. Coordinators should be available to offer or seek additional help in case tutors need it and resolve problems, such as those listed below. Do not rule out help from mentors and monitors if a problem repeatedly occurs or is too difficult to be resolved by you.

### Socializing Groups

Coordinators need to separate pairs that continually stay off task. If tutors/tutees refuse to cooperate, fill out the problem sheet to report cases to group mentors.

### Unruly tutors/tutees

Uncooperative tutors or tutees can usually be kept in check by separation or chastisement. Report to the group mentors and monitors if the situation does not improve.

### Tutees without homework

This excuse is quite common with tutors. Boxes of reading books are available to each group. Tutors can expand with discussions on one of these books. Workbooks and worksheets are also available. Encourage tutors to improve tutees' capabilities and make full use of the session.

### Problem sheet

People can be asked to leave if they get enough warnings, so use your judgment to decide whether or not a situation is severe enough to be formally recorded on the problem sheet. If you think it is, report the problem to your group mentor or monitors.