2016-17 CAPSA Coordinator & Volunteer Orientation

May 14, 2016

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Orientation Agenda

- Self introduction
- CAPSA Mission
- Coordinators
 - Roles and responsibilities
 - Major events
- Adult volunteers
 - Basic requirements
 - Different positions
 - Roles and responsibilities
- Questions and answers

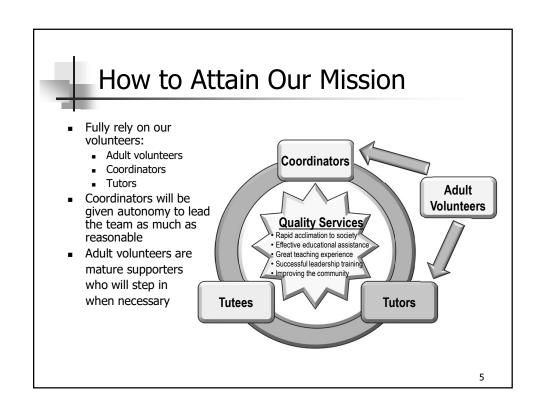


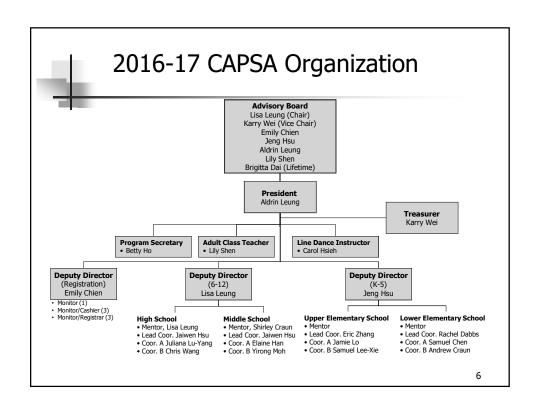
CAPSA Mission

- Provide tutoring services to new immigrants and other needy students
- Share experiences with new immigrant families in Montgomery County in adjusting to the society
- Provide community service and leadership opportunities to qualified high and middle school students
- Extend services to adults through English classes
- Present education-related issues and needs to Montgomery County Public Schools

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Our Primary Goal - Provide quality services to tutees Tutors are our basic and frontline resources Coordinators their quality services are utmost important Coordinators are there to provide quality management **Quality Services** Rapid acclimation to society •Effective educational assistance Great teaching experience Successful leadership training • Improving the community **Tutors Tutees**









- Participate in ALL tutoring sessions except when formal SAT/ACT exams conflict. Maximum of three (3) excused absences allowed
- Inform deputy director and lead coordinator <u>as soon as possible</u> regarding absences and late arrival
- Dress tidily and appropriately as a respectable leader
- Arrive no later than 9:45 AM to bring boxes from the CAPSA cabinet and set up group area
- Sign in and wear nametag on lapel upon arrival
- Contact tutors/tutees for emergency announcements, e.g. closure due to inclement weather. A phone tree will be established by the lead coordinator
- Primary duty is to maintain smooth and effective tutoring services
- Duties extending beyond CAPSA tutoring sessions
 - Necessary paperwork (e.g. documents, recommendations, agendas, presentations, etc.)
 - Assess and identify teaching material
 - Spare book storage

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Leadership 101

- Power comes with responsibilities
 - Your actions affect a larger group of people
 - Assess consequences before taking action
 - Do not abuse power for your own benefits
 - Be vigilant of others to unfairly exploit your power
- Be a reliable and dependable team player
 - Respect management hierarchy and requests, e.g. mentor, deputy director, director and other adult volunteers
 - Ask for clarification if you have doubts on assignments
 - Respect deadline put actions affecting others as a priority
- Stay consistent and objective
 - Make decisions based on facts, not personal relationships
 - Be consistent regardless of friendship, age and grade
- Lead by example
 - Be positive role models for tutors/tutees to earn their respect
 - Organization is key to maintaining order



Leadership 101

- Support members of your group
 - Listen to and assess their ideas for improvement
 - Recognize their achievements
 - Fight for their interests within reasonable bounds
- Pay attention to your performance
 - Timeliness On schedule
 - Quality of services Continuous improvement
 - Cost-consciousness Rarely involve coordinators
- Make use of additional resources
 - Mentors & adult volunteers, materials, and guidelines (available online)
- Leadership goal
 - Get the best out of everyone in your group

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Communications

- Need responsive but simple acknowledgement for online communications – like a "Got it" or "Thanks" reply
- Establish a good relationship with your directors & mentor
- Adults will minimize their interference to maximize your leadership opportunities – do not abuse this principle
- Use of communications folder: By 11:00 am, provide the folder and sign-in books to the director
 - Attendance record
 - Unexcused absence follow-up record
 - New tutor/tutee application forms, if any
 - Coordinator checklist (first few Saturdays)
 - Your anticipated absences or late arrivals on the inside cover
 - Other issues tutor/tutee withdrawal, special requests, etc.
- Monitor due dates on the operations schedule a handy time management and reminder tool



Sample Coordinator Absence Record on Comm. Folder

Date	Name	Reason
9/21	Joe	College visit
10/5	Joe	SAT
10/5	Alice	SAT
11/2	Alice	Math competition
11/9	Alice	Sick
11/16	Alice	Piano competition

Third excused absence for Alice

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Prepare & Clean Up Site

- Before each session:
 - Open tables if necessary
 - Each coordinator is responsible for taking materials for the group out of the CAPSA cabinets in the back room
 - Sign-in books, nametags, placards & stationary
 - Supplemental reading materials and workbooks
 - Paper cutting and dot-to-dot materials for LES group
 - Prepare sign-in books for the group
 - Use placards to assigned seats for tutors/tutees in the group
- After each session:
 - Remind tutors/tutees to pick up excess paper, trash, etc.
 - Return materials back to the CAPSA cabinets
 - Clean up any leftover items and litter



Match up Tutor-Tutee

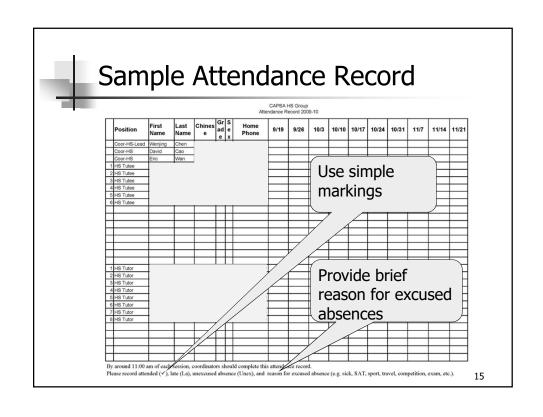
- Base it upon tutee's requirements, capabilities of the tutor, and tutee/parental preference
- Preferably maintain consistent tutor-tutee pair
- Change match-up if a pair does not work out
- Require that both tutors & tutees arrive by 10 am
- Assign each tutee a tutor regardless of match up list by 10:05 AM
- By mid-October, create a match-up roster with names, grade and phone numbers of tutors and tutees
- Update roster in January

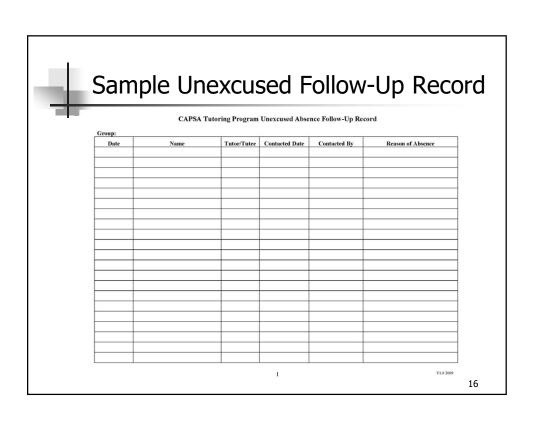
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Check Attendance

- Arrive on time to monitor tutor & tutee sign-in
- Draw lines on sign-in books at 10, 10:05 and 10:10 am (end line)
 - LES/UES award on-time arrivals with candy
- Update Attendance Record, including coordinators
- Call those with unexcused absences and complete <u>Unexcused Absence Follow-Up Record</u>. Follow up again if unable to reach the person during session. If necessary, ask mentor for help
- Review completeness of all record sheets and sign off service hours on previous week. Draw a line through the date on record sheets for absent tutors and coordinators
- Distribute and collect Tutor and Tutee Records







Sample Coordinator Checklist

CAPSA Coordinator Checklist				Resp	onsil	ole co	ordin	ator p	olease	initi	al the	box v	vhen	comp	leted		
Group: High School	9)/18/1	0	9	0/25/1	0	. 1	0/2/1	0	1	0/9/1	0	1	0/16/	10	1	0/23/
	DC	AZ	TK	DC	AZ	TK	DC	AZ	TK	DC	AZ	TK	DC	AZ	TK	DC	AZ
Take boxes out of the CAPSA cabinet by 9:55 am																	
Get sign-in book and communications folder from front desk																	
Layout group assigned seat placards																	
Monitor tutor and tutee sign in							o'					.,					
Draw lines on sign-in books at 10 am, 10:05 am and 10:10 am																	
Issue yellow late notices to tardy tutors/tutees																	
Report chronically late/absent tutors/tutees, missing placards and other issues																	
Call those unex./abs. during tutoring session (lead)																	$\overline{}$
Complete attendence/unexcused absence follow-ups/match up records																	
Distribute announcements and label announcements for absent people for redistribution later																	
Monitor group and check that all tutors and tutees visibly put the placards in front of them																	
Place the new tutee/tutor application forms in the communication folder																	
Distribute the snacks to all tutors and tutees at 10:55 am																	
Return communications folder to the front desk by 11:00 am																	
Review entries on tutor & tutee records from previous week to identify problems																	
Distribute & then collect tutor & tutee records																	
Review completeness of tutor and tutee records																	
Advise tutors/tutees to cleanup paper, pens, pencils and trashes from the tables																	
Return boxes & stationary to the cabinet @ 12 noon								Γ									

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Monitor Teaching Performance

- This is your most important task!
- Walk around the group area as much as possible
 - Get to know all tutors and tutees in detail personality, style, ability, knowledge, attitude, behavior and skills
 - Ensure smooth operations of the group
 - Guide tutors on proper teaching approach and methods
 - Constantly assess effectiveness of each tutor-tutee pair
 - Offer or seek additional help for tutors
 - Arrange instant assistance from other tutors with specialized capabilities, e.g. Chemistry, Biology, History, etc.
- Review tutor and tutee records for potential problems
- Don't wait until the formal tutor/tutee evaluation to monitor teaching performance
- Assist deputy directors in conducting monthly face-to-face discussion with tutors/tutees
- Identify materials & resources for tutors
 - Compile new teaching materials or homework assignments
 - Organize workbooks and other educational materials
- Participate in tutoring in case of tutor shortage



Deal with Problems

- Socializing group Separate them into different areas
- Unruly or off task tutors/tutees
 - Suggest supplementary material before verbal warning
 - Notify mentor for help
- Tutees without homework
 - Encourage tutees/parents to bring their textbooks or workbooks from school/home
 - Assist tutor with reading material, workbooks, magazines and newspaper articles
 - Advise tutor to help define supplemental tutoring plan based on tutee needs
- Tutor/tutee withdrawn from the program Contact them to identify reason & report to the deputy director
- Chronic situations
 - Involve mentor/deputy director as necessary
- Chronically tardy and frequently absent tutors/tutees
 - Verbal warning
 - Report to director to send them a warning letter at home

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Lead Coordinator	Coordinator 1 (Coord. A in A-week, Coord. B in B-week)	Coordinator 2 (Coord. B in A-week, Coord. A in B-week)
	Set Up Area	
Welco	ne Tutors/Tutees & Match up	
sharing Contact unexcused absences Receive and record excused absences Issue problem/absence/late notice Distribute any relevant announcements Organize workbooks and other	Monitor tutor and tutee sign-in Distribute yellow late notice Monitor tutoring activity Check attendance Distribute any relevant announcements Identify materials & resources for tutors Distribute and collect tutor and tutee record sheets Assist other coordinators as needed	 Data entry for new tutors and tutees and print their placards Monitor tutoring activity Monitor tutor performance and train tutors Monitor area and assist tutors Organize workbooks and other educational materials Identify materials & resources for tutors Tutor upon tutor shortage Assist other coordinators a needed

A weeks: September 17, 2016 – January 7, 2017 B weeks: January 14, 2017 – May 20, 2017



Qualify & Interview Tutors

- Usually conducted by deputy director
- Check all basic requirements for potential tutors
 - No sport, talent, or extracurricular activity that will conflict with CAPSA tutoring schedule
 - Available immediately with no expected prolonged absence
- Ask for:
 - Reason they want to be a tutor
 - Experience as a tutor and a leader
 - Level of commitment
 - Strengths & weaknesses, including subject(s) on which they excel
 - How they would handle certain tutoring scenarios, e.g. tutee brings no homework
- Check for fluency in Mandarin/Cantonese and a solid comprehension of English grammar
- Explain attendance requirements
 - Contact lead coordinator as soon as possible for absences
 - On time arrival at 10 am
- Make a decision Accept, place on wait list, refer to other groups, or recommend rejection to deputy director (Always take detailed notes on each interview – e.g. outgoing, introverted, enthusiastic, passive, etc.)

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Interview Tutees/Parents

- Usually conducted by mentor
- Check age at least 5 or older
- Try and gauge discipline level of tutee by talking to him/her
- Identify language ability (Speak? Read? Write?)
- Identify subjects/areas that need help
- Consult tutees' parents for young tutees
- Explain attendance requirements
 - No sport, talent, or extracurricular activity that will conflict with CAPSA tutoring schedule
 - On time arrival at 10 am
 - Contact lead coordinator as soon as possible ahead for absences
 - If tutee is late, a consistent tutor is not guaranteed
- Explain importance of providing updates on changes of address and phone number
- Make a decision Accept, refer to other program, place on wait list, or recommend rejection to director (must take detailed notes – special needs, personality & concerns)



Major Events

- Mandatory Coordinator/volunteer workshop Aug 28, 2016, 2 – 4 pm
- Registration Sep 10, 2016 (All arrive no later than 9:30 am)
- First Tutoring Session Sep 17, 2016 (All arrive no later than 9 am)
- Distribute match-up roster Oct 31, 2016
- 1st coordinator meeting Nov 19, 2016 (All arrive by 9:15 am)
- Holiday party Dec 17, 2016 (All arrive by 9:30 am)
- Distribute updated match-up roster Jan 28, 2017
- 2nd coordinator meeting Feb 18, 2017 (All arrive by 9:15 am)
- New coordinator application due April 1, 2017
- Coordinator/volunteer orientation May 13, 2017
- Annual award ceremony May 20, 2017 (All arrive by 9:30 am)

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Basic Requirements for Adult Volunteers

- Arrive on time: no later than 9:45 am
- Share facility opening and closing responsibilities
- Setup facility including opening tables as necessary
- Wear nametag on lapel upon arrival
- Look for a substitute for your duties and inform the Director as soon as possible in advance if unable to attend a session/event
- Do not socialize inside the cafeteria



Open Positions

- Mentor (4) Usually parents of Lead Coordinators
- Monitor/Cashiers (3)
- Monitor/Registrars (3)
- Monitor (1)

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Group Mentor

- Need to attend all tutoring sessions
- Provide necessary guidance and support to the coordinators
 - Advise coordinators on tutoring quality improvement
 - Interview and evaluate new tutees
 - Review tutor/tutee records to identify potential tutoring issue
 - Familiarize yourself with parents of tutees and offer tutee and parent counseling
 - Assist coordinator with reviewing and managing documents
 - Assist in calming a disruptive or troublesome tutor/tutee
- Need patience, enthusiasm and firmness



Monitor/Registrar

- Rotate in alternating schedule (A, B or C weeks)
- Arrive no later than 9:45 am to open cabinet and tables
- Take/return front desk stationary from/to the cabinet
- Help purchase individually wrapped snacks for weekly distribution
- Registrar functions:
 - Primarily stay at the front desk to:
 - Explain general operations and policies to prospects
 - Distribute application forms to tutor and tutee applicants
 - Review application forms for completion
 - Prepare CAPSA document and provide copying support
 - Put up "caution" tape to confine areas during break
 - Ring the bell at 11:00 am, 11:10 am and 12:00 noon
- Monitor functions:
 - Walk the tutoring area and monitor tutoring quality when not busy
 - Redirect members at Robert Frost MS between 9:45 am and 10:20 am on Saturdays during facility change

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Monitor/Cashier

- Rotate in alternating schedule (A, B or C weeks)
- Arrive no later than 9:45 am to open cabinet and tables
- Take/return front desk stationary from/to the cabinet
- Help purchase individually wrapped snacks for weekly distribution
- Cashier functions:
 - Primarily stay at the front desk most of the time
 - Collect forms and issue receipts for shared facility rental fee and donations
 - Deposit funds into CAPSA bank account
 - Maintain weekly record of income and deposits
 - Prepare CAPSA document and provide copying support
- Monitor functions:
 - Walk the tutoring area and monitor tutoring quality when not busy
 - Redirect members at Robert Frost MS between 9:45 am and 10:20 am on Saturdays during facility change



Monitor

- Only in A weeks
- Need the right personality for these duties persuasive and firm
- Walk around the entire tutoring areas
 - Assist coordinators to direct tutors and tutees to their proper area or assigned seats
 - Monitor tutor/tutee pair focus on tutoring services
 - Ensure the safety and smooth operations at the tutoring facility
 - Provide additional teaching support as required
 - Check that coordinators and adult volunteers are wearing their name tags
 - Check dressing code
 - Remind tutors/tutees to pick up litter around their work area

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Summary and Q&A

- Coordinators and volunteers are crucial to the success of CAPSA
 - We depend upon your commitment and dependability
 - Besides routine responsibilities, be creative, resourceful and assertive
- Parental support sets a good example to your child and other youth in our community.

For more information, please contact:

Aldrin Leung, Director (240) 505-6988 aldrinleung@gmail.com

Jeng Hsu, Deputy Director (K-5) (301) 564-1887 jhsu2002@yahoo.com

Or visit: www.capsa-mc.org

Lisa Leung, Deputy Director (6-12) (703) 889-0284 lyleung@gmail.com



I,	(Name), have attended the CAPSA volunteer orientati	on and agree to join the
CAPSA Tutoring Program as a	☐ Mentor (come all Saturdays) of the	(Group) or
[For the following options, plea	se put 1 (highest preference) through 3 (lowest preference). Every effort will be
made to match your preference	es.]	
as a Monitor/Registrar	Monitor/Cashier Monitor (A weeks only)	
A Weeks	B Weeks C Weeks	
I have road and fully understoo	od the roles and responsibilities of the position and will supp	
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