Three Rivers Education Foundation Tutor Assurances

As a reading tutor, I understand that I am a sub-contractor and not an employee of the Three Rivers Education Foundation. I am responsible for managing and meeting the following terms:

- Tutor will be responsible for delivery of background clearance (including fingerprints) to the Three Rivers Education Foundation office.
- The tutoring location will be a public facility, preferably the student's school (never at the student's home).
- When tutoring session occurs at a school site, tutor must check in with the office upon arrival.
- Tutor must not transport students.
- Tutors will be responsible for gathering tutoring materials beyond the assessment tool and those listed as resources in the tutors' manual.
- If the tutor is unable to keep tutoring session, the tutor will call the parent to reschedule the session and the regional coordinator.
- Tutor must keep timely and accurate records in order to get paid on a monthly basis.
- Tutor will contact parents prior to tutoring to establish the tutoring schedule and location.
- Tutor will communicate with parents and classroom teacher to develop the student improvement plan following the delivery of the pre-test.
- Tutor will send parents a report of student progress and activities at least every month, using the parent reporting form.
- Tutor will complete and submit required information for current month to the regional coordinator in hard copy by the 1st of the following month.
- Tutor will schedule a minimum of 2 hours tutoring per week with no more than four (4) students per session.
- Tutor will contact the parent after every unexpected absence by a student.
- Tutor will contact the regional coordinator after two consecutive unexpected absences by a student.
- Tutor will contact the regional coordinator and the parents after three consecutive, unexpected absences by a student to determine whether to drop the student from the program.
- Tutor will attend the tutor training and orientation session at a specified time as designated by the regional coordinator.
- Tutor will submit all required documentation to the regional coordinator by the 1st of the month following the final tutoring session in order to receive final payment for services (e.g., post-test results, on-going assessment results, session completion logs and information).

As a tutor for Three Rivers Education Foundation, I agree to provide tutoring based on the reading program described in the Tutors' Manual, including the required pre/post assessment and ongoing assessment rubric (based on the grade level indicators found in the manual), according to the timeline guidelines.

(For more information, please contact David Bowman,
Three Rivers Education Foundation tutoring coordinator, at dbowman@3RiversEd.org.)