



GENESEE INTERMEDIATE SCHOOL DISTRICT
OFFICE OF EDUCATION AND LEARNING
CURRICULUM & INSTRUCTION
2413 West Maple Avenue
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English as a Second Language
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TUTOR RESPONSIBILITIES CHECKLIST

*Not only are you a tutor, YOU are an advocate, a mentor, and – often- this child's first friend.
Much of this (or all) I know you already do.*

However, in an effort across the county to ensure we are fulfilling ALL students' needs, please make certain that the following occurs:

When you are in a New Building

- ✓ Report to the personnel office/ administration building to fill out payroll information
- ✓ Show your GISD badge
- ✓ Introduce yourself to the principal, the child's teacher and the secretarial staff
- ✓ With the secretary, find out when, where and what you need to do with your payroll slips
- ✓ Ask to have a mailbox so that you can communicate with your child's teacher(s)

With ALL New Students (upon their arrival):

- ✓ Find out about the child's academic, social and linguistic background from his/her file in the office
- ✓ Make sure that the number of hours that the GISD recommends will be approved by the building/ district

Explain the following to the student:

- ✓ Grading System
- ✓ Homework Expectations
- ✓ Fire Drills/ Tornado Drills
- ✓ Restroom (locations)
- ✓ Rules for using passes
- ✓ Expected Behavior/ Disciplinary Measures: include assemblies, subs, etc.
- ✓ Role of Counselors
- ✓ Report Cards- Format
- ✓ Cafeteria Routines
- ✓ Sports, Clubs – Participation and Requirements
- ✓ Media Center Rules
- ✓ Cultural Differences the Students Need to be Aware of
- ✓ Give the office your updated schedule (dated) with your contact information (include all students you are working with)

Whenever your student has a new teacher:

- ✓ Tell him/ her about the binder in the school's office and the online GISD site
- ✓ Explain the tutor/ teacher collaboration form and set up a time for weekly collaboration
- ✓ Give the teacher your name, contact number and schedule with the student
- ✓ Tell him/ her about Translated forms, Language Lines Translation Service, Your availability to translate with parents (with bilingual tutors)
- ✓ Show the teacher the child's most recent LAS/ Pre-LAS score. Ask if he/she would like you to explain it – (the child's approximate proficiency level, where to look for scores, etc.)
- ✓ Ask if he/she knows about the ILDP form. If he/she does not, ask if he/she would like you to discuss it with him/her

Weekly for all students:

- ✓ Collaboration with the teacher(s) - tutor/ teacher collaboration form
- ✓ Tutoring based on
 - Standards' based language
 - Academic Content Language
 - Skills/ Assignments identified by the child's teacher(s)
 - What the child needs to work on
 - Strategies

Monthly

- ✓ Get online to Genesee ISD's website or come to the GISD and see what new games/ materials you would like to use. The materials, games, etc are classified by proficiency level in addition to what skills/ content areas are the focus.
 - On our website, you can reserve/check-out materials/ books that will be shipped directly to the school(s) you are working at

Once a Year (8th -12th grade):

- ✓ Find out the date you will work on the child's EDP (Educational Development Plan)
 - This normally occurs during language arts/ English class. Talk to the counselor or the child's English / L.A. teacher