

## **Tutor Certification & Re-Certification Policy**

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Approved:	Advisory Council, June 26, 2007
Replaces Policies:	Tutor Certification, Amended November 23, 2002 Tutor Re-Certification, Amended November 23, 2002 Program Retention Plan, Approved July 19, 2004
To Be Reviewed:	June, 2011
Program Participants:	Volunteers
Copies To:	LV-DAC Policy Manual, LV-DAC Tutor Orientation Manual, DACC-ABE

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It is the responsibility of the LV-DAC staff to monitor tutor certification and re-certification according to the terms of this policy.

### ***Tutor Certification***

In order to maintain a quality tutoring program, it is important that all prospective volunteers meet standards consistent with the LV-DAC Mission, Values, and Annual Plan.

Instruction, reflective of the best practices, is supported through Basic Literacy and ESL Tutor Training programs provided by certified trainers under the auspices of the New Mexico Coalition for Literacy.

It is the policy of LV-DAC that all tutors be certified through Basic Literacy and/or ESL Tutor Training Programs. To be eligible to tutor, a person must attend new tutor orientation and participate in all segments of the 18 hour training program and agree to abide by the following:

#### **Tutor Responsibilities:**

1. Be at least 18 years of age. The exception to the rule is when a youth-tutor (16-17 years of age) is trained. Youth -tutors are to be matched solely with learners of a similar age.
2. Be able to speak and understand English.
3. Become fully certified.



4. Behave appropriately when working one-to-one, or with a small group. Such behavior includes:

- Sensitivity and respect toward others
- Use of nonoffensive language
- Nondisruptive or boisterous behavior
- Regard for personal hygiene

Tutors must never:

- Participate in behaviors perceived as offensive after being asked to stop (Harassment)
- Possess a weapon or use threatening behavior
- Be under the influence of alcohol or illegal drugs

5. Have no record of conviction for or be on probation or parole for any crime of violence.
6. Be willing to commit to tutor at least one learner twice per week for at least six months and attend occasional professional development activities yearly.
7. Agree to tutor at an authorized tutoring site made known to LV-DAC staff. Such sites include ABE Learning Centers, public libraries, church parish halls, community centers, or other places appropriate for tutoring. Home tutoring is not permitted except under extraordinary circumstances unless approved by the Literary Services Coordinator.
8. Be able to travel to the designated tutoring site without physical assistance from the program or the learner.
9. Attend scheduled sessions regularly, arrive at sessions on time, and notify LV-DAC or the learner in advance of planned absence or expectations to be late.
10. Respond to reasonable needs and requests of the learner regarding materials, learning strategies, the learning environment, etc.
11. Agree to return non-consumable instructional materials on a timely basis.
12. Accept the LV-DAC and DACC-ABE policy of non-discrimination. It is the policy of Doña Ana Community College not to discriminate on the basis of sex, handicap, race, religion, national or ethnic origin in employment or other college administered programs. This policy is in compliance with Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended by 11375 and section 504 of the Vocational Rehabilitation Act of 1973, and Title IX of the Educational Amendments 1972 and subsequent revisions.



## ***Tutor Re-Certification***

LV-DAC desires to maintain a fully trained and certified corps of tutors in compliance with ProLiteracy America's prescribed instructional (tutor) methodologies as delivered by trainers certified by the New Mexico Coalition for Literacy. We recognize that, as for all instruction, skills need to be refreshed on a regular basis. To that end, the following policy is adopted:

It shall be the policy of LV-DAC that all Basic and/or ESL Certified tutors renew and maintain certification. It is required that at least once every five years each tutor enroll in and complete the Basic and/or ESL 18-Hour Tutor Training program.

As an alternative, the tutor may choose to attend LV-DAC-approved professional development workshops (including ABE In-Service programs, the NMCL Annual Meeting or Regional In-Service programs, or other activities designated by LV-DAC during the five-year re-certification period.

Those certified tutors whose date of service pre-dates the original adoption of this policy (8/00) are strongly encouraged to participate and serve as role models for all tutors undertaking re-certification.

The Advisory Council, in consultation with DACC-ABE reserves to itself consideration of any waiver of this policy.

## ***Tutor Persistence***

LV-DAC seeks to foster persistent volunteers by providing volunteer opportunities in a relevant, high-quality literacy program. Program staff and the Advisory Council set annual persistence goals for volunteers. Successful tutor persistence will be measured by longevity.

