

# **AGREEMENT FOR VOLUNTEER ESOL TUTORS**

## **RESPONSIBILITIES OF THE TUTOR**

- Observe at least 3 classes.
- Participate in the tutor training.
- Know the resources of ILI.
- Follow up with in-service training programs.

Arrange regular sessions with your learner.

Identify the learner's needs and difficulties.

Meet with learner for an hour or more once a week.

Establish a working relationship with your learner.

Determine the learner's interest and plan activities.

Tell the learner when they are doing well in an area.

Obtain feedback from the learner on a regular basis.

Keep in touch with ILI on a regular basis.

Contact the Coordinator of Volunteer tutors if there are any problems.

Notify the Coordinator of Volunteer tutors of changes in schedule, address or phone.

## **RESPONSIBILITY OF ILI (Coordinator of Volunteer Tutors)**

Provide appropriate tutor training (pre-and in-service)

Match tutors with suitable learners after the training.

Follow-up on tutor/learners match ups.

Provide on-going support and assistance.

Intervene if problems should arise.

Facilitate access to resource materials.

I agree to fulfill my responsibilities as stated above

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Volunteer Tutor

\_\_\_\_\_  
Coordinator of Volunteer Tutors

\_\_\_\_\_  
Volunteer Tutor Name (printed)

\_\_\_\_\_  
Date