



Kenosha Literacy Council

One on One Program Guidelines for Tutors

1. Any tutor interested in the 1:1 tutoring program should provide the Program Director with all the possible days and times they are available for tutoring.
2. The Program Director or 1:1 Program Coordinator will contact you to set up a meeting with your student.
3. This first meeting will be held in a public location with the tutor, student and 1:1 Program Coordinator.
4. It is the tutor's responsibility to arrange all further meetings with their student. The goal is to meet at least once a week for 2 hours or a total of 8 hours for the month. Be specific about the day, time and location of your meeting with the student. It may be helpful to put it in writing.
5. KLC will provide you with the student workbooks and teacher's manual for the curriculum that your student has been assigned. The tutor is expected to plan lessons that incorporate student goals/interests with the curriculum.
6. All tutors are required to turn in a Progress Report by the 10th of every month. Please be specific about the progress your student has made during the month. Information gathered from the Progress Reports is used to track student progress and report to KLC funders. A copy of the Progress Report form is included in the attachments section.
7. Contact the Program Director or 1:1 Program Coordinator with any questions and concerns regarding your student or curriculum.
8. Remember that this is commitment on your part. Do everything possible to keep in contact with your student. Be consistent and faithful.