



TUTOR AGREEMENT

Tutor agrees to: (Please initial each point indicating you agree)

- Tutor an Oakland Literacy Council student approximately 2 hours per week for a year.
- Meet at a designated tutoring site which will be a public access building.
- Provide their own transportation, and will neither provide transportation for, nor accept transportation from students.
- Maintain student's privacy and confidentiality.
- Prepare lesson plans based on student goals, needs and interests.
- Teach appropriate skills: reading, writing, speaking, listening and culture.
- Maintain records of student achievements/accomplishments.
- Complete and return monthly reports.
- Report promptly any changes in status of student or self i.e., termination of tutoring, address change, etc.

Tutor understands that given reasonable accommodation failure to comply with any of the Council's guidelines is deemed reasonable cause for dismissal.

Tutor Qualifications:

- Tutor is 18 years of age.
- Tutor demonstrates the ability to speak, understand, read and write English well enough to communicate clearly in English (high school level or above).
- Tutor has successfully completed all sessions of the tutor training workshop.
- Tutor does not have a record of conviction of any sexual offense or crime of violence.

Oakland Literacy Council staff and tutors respect and work with people of diverse backgrounds without discrimination on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, familial status, disability or handicap. Sexual harassment or harassment of any kind will not be tolerated and will result in immediate dismissal from all programs conducted or sponsored by Oakland Literacy Council.

Tutor acknowledges that their signature on this document constitutes a waiver and release in full of all claims, liability and damages of whatever kind or nature against Oakland Literacy Council, its agents and employees as a result of their participation in any program conducted or sponsored by the Oakland Literacy Council.

I have read and accept the conditions stated above.

Please print your name

Signature

Date