

CONNECTIONS *Communications*



News from the CONNECTIONS Program, a program of the Holyoke Public Schools

David L. Dupont, Superintendent

Name:

Job Title: Tutors & Enrichment Club Assistants

Job Purpose:

To promote the education of students by providing academic support during the homework help period and assisting instructors or leading your own club when assigned. When necessary, the job includes a curriculum development component to be undertaken on one's own or as part of a team to help ensure that, every program days an exciting and engaging learning experience is provided for students.

Duties:

- Assist students in mastering academic concepts during homework time. Do not do the homework for the students. Help the students to understand the materials and carry out the related tasks.
- Help the CONNECTIONS staff to collect observational data in order to enhance their program's continuous improvements efforts. Meet with CONNECTIONS leaders to review findings that will be used to make continued improvements in the after-school program.
- Participate in all mandatory scheduled meetings and training sessions.
- Be a role model of positive adult behavior. Remember that you are working with impressionable children and you are expected to act professionally at all times.
- Be flexible, adaptable and open to change.
- If you cannot attend the after-school program, please let your site coordinator know with as much advanced notice as possible. Feel free to email Sarah Spence about your intended absence.
- Complete two reflections on your personal progress, goals and growth in the program; meet with Assistant Director for periodic reviews.
- Create publicity materials when necessary to do so.

Expectations:

- Attend the program on time, dress appropriately, talk in a respectful manner, help out wherever needed, ask for clarifications when needed and always keep an up-beat, can-do attitude
- Don't leave students unattended. No hugging/touching of students is allowed. No cell phones. Turn them off or leave them outside of the classroom. Please keep the classroom the same way you found it. Do not use materials from the classroom. Make sure that lights and faucets are turned off.
- Never give students your personal information including, but not limited to, cell phone number, email address, and Facebook friendship. Never drive students anywhere. If students want to keep in contact, they can write you a letter to the Peck CONNECTIONS Office.
- If you need additional supplies for a project, please give Sarah Spence as much advanced notice as possible unless it is impossible.

I agree to follow these instructions to the best of my abilities. If I begin to have a problem in doing so, I will immediately contact Sarah Spence and/or my site coordinator.

Signature:

Date:

