

America Reads Challenge

Tutor Handbook



University of Florida
Spring 2016

Contact List for America Reads Program

America Reads Office

G504 Norman Hall
PO Box 117050 Gainesville, FL 32611

America Reads Mailbox

Located in the SESPECS Office
(School of Special Education, School Psychology, and Early Childhood Studies)
Norman Hall, Room 1403

(352) 273-4171
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Program Structure

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Sunshine Moss

Assistant Program Director

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Program Coordinator

Professionalism

America Reads tutors are held to a higher standard due to the nature of the job. They serve as role models to the students they tutor and are therefore expected to present themselves professionally. Business casual (comfortable yet professional) is considered suitable. Dress conservatively and ask for feedback from other school/site employees.

The following are not permitted when tutoring when tutoring:

- See-through and revealing garments, tank tops and halter-tops are not allowed.
- Shorts, short skirts, and low-rise pants are not allowed.
- Workout clothing is not allowed.
- Clothing with writing or symbols advertising or promoting drugs, tobacco, alcohol, sex etc., are not allowed.
- Jewelry and accessories (including piercings) should be professional.

Another standard when representing this company is cell phone use. The use of cell phones is not permitted when tutoring. Cell phones should not be visible when you are working.

Attendance

Absences

America Reads tutors who will miss a day of work must inform their supervisor and the Program Coordinator at least 24 hours in advance of an expected absence. For this reason, it is a good idea to get the contact information of the supervisor ahead of time. The tutor must provide a reason for the absence as well as their expected date of return. Even in the event of an emergency, tutors are still expected to call in BEFORE their shifts are scheduled to begin. Please note that tests, exams, and term papers do NOT constitute emergencies.

NOTE: Missing 3 or more days without prior notification will result in termination. Missing only one day without notification is grounds for termination.

Consistency

Consistency is an important aspect of the job for America Reads Tutors. Tutors are expected to be at work and be on time. A tutor's failure to report to work, results in:

- Six to ten children being deprived of the opportunity to receive the one-on-one attention that makes such a crucial difference in their education and their lives.
- Children feeling disappointed on a personal level since they look forward to time spent with their tutor each week.
- Site Hosts, teachers, and other tutors having to fill the gap left by an absent tutor.
- A negative reflection of the America Reads Program and the University of Florida.

Time Reporting

Steps for Successful Time-Reporting:

1. Every day that you work, the first thing that you do is sign in on your timesheet.
2. Before you leave work, you need to sign out, total your hours for that day and make sure your supervisor signs off on your hours. If you are working at a school, this may be the teacher you are working with or the Front Office Clerk/Receptionist who signs you in and out. If you are working at an after-school care center, this will be the Site Host. (If your regular supervisor is not there, have whoever is in charge at the site for the day sign it and make a note of this beside their signature).
3. After you leave your site and have access to the computer, log-on to "my.ufl.edu" and record your hours for that day (this will help to avoid errors).
4. Your timesheet will be due every week on Monday. You may drop them off during office hours, leave it in the America Reads mailbox by 5:00pm, or scan and email a copy to the office email. Before you turn in your timesheet, be sure that:
 - A. Your hours online match those on your timesheet.
 - B. Your supervisor has signed off on your hours for each day that you have worked.
 - C. The "Program Coordinator" signature is left blank that in order for them to first confirm that all of your hours for the pay period are accurate.
 - D. You have signed and dated the bottom of the timesheet confirming that you have worked those hours.

NOTE: Hours recorded will not be approved without all of the required signatures on your timesheet.

Rounding Hours:

When you enter time on your physical timesheet or online the time needs to be rounded to the nearest quarter hour.

Rounding minutes to the nearest quarter hour:

- 53-07: Round to 0
- 08-22: Round to 15
- 23-37: Round to 30
- 38-52: Round to 45

Example: If you come in at 8:08am you would put on your timesheet/online that you came in at 8:15am.

Also, when you are totaling the amount of hours you worked, use the quarter hour system.

Rounding total time to the nearest quarter hour:

- 00 minutes = .00 hours
- 15 minutes = .25 hours
- 30 minutes = .50 hours
- 45 minutes = .75 hours

Example: If you worked from 2:00pm - 3:45 pm, the total time worked will be 1.75 hours.

Reporting Time Online:

NOTE: You are required to input your hours on the day that you worked.

Late input will result in pay delays.

Time Reporting is due every Monday at 5:00pm.

1. Go to: <http://my.ufl.edu/>.
2. Log in using your Gatorlink username and password.
3. **Main Menu > My Self Service > Time Reporting > Report Time > Timesheet**
4. The webpage you see now should show your name, employee ID (which is your UF ID) as well as your job title.
5. Enter the time that you started working in the "In" column and the time that you stopped working in the "Out" column for the correct day. Be sure to specify am or pm (ex. 2:00 pm).
6. Make sure to click "**Submit**" to save your recorded times. This is very important. If you do not save, your information will not be in the system; therefore you will not get paid.
7. Click "**Exit myUFL**" at the top right hand corner of the webpage. Information might not be processed if you do not sign out.

Schedule of Pay Periods

PAY PERIOD BEGINS	PAY PERIOD ENDS	PAYDAY
01/01/16	01/14/16	01/22/16
01/15/16	01/28/16	02/05/16
01/29/16	02/11/16	02/19/16
02/12/16	02/25/16	03/04/16
02/26/16	03/10/16	03/18/16
03/11/16	03/24/16	04/01/16
03/25/16	04/07/16	04/15/16
04/08/16	04/21/16	04/29/16
04/22/16	05/05/16	05/13/16
05/06/16	05/19/16	05/27/16
05/20/16	06/02/16	06/10/16

Paid vs. Unpaid Activities

Tutors are paid strictly for work related to America Reads. This may include, but is not limited to:

- Tutoring
- Organizing America Reads materials/preparing for tutoring sessions
- Assisting in the implementation of parental involvement activities
- Helping organize recognition events for children in the program
- Attending training sessions and in-service workshops

Tutors will not be paid for:

- Travel time
- Lunch

Tutor should not be:

- Chaperoning field trips unrelated to America Reads
- Supervising classrooms
- Administering student assessment tests
- Handling teacher duties
- Left alone with children
- Tutor groups of two or more students

Common Time-Reporting Errors:

1. *If I am having problems logging in my hours online, what should I do?*
Visit, send an email, or call the America Reads office. The sooner you bring issues to our attention, the faster we can fix it in order for you to be paid on time. This is why reporting hours the day you work is a great idea, because when you find issues later it's harder to fix them before time-reporting ends.
2. *Can I take home a copy of my hours after the pay period ends?*
Yes. It is a good idea for you to keep a copy of the hours you have worked on file. This will help you keep up with your hours and is also useful if there are any time-reporting errors.
3. *If for some reason, my hours do not match or I have an error, will I be notified about it?*
Yes. We will try to let you know via email if you have any time-reporting errors so you can correct them ASAP.
4. *If I do have errors and they are not corrected before time approval, will I still get paid if I fix them later?*
Yes. The changes that you make in order to correct your time will always be reflected on your next pay-period if they were not fixed before approval.
5. *If I do have errors and they are not corrected before time approval, can the staff just fix them so I can be paid for the correct pay-period?*
Unfortunately we cannot. Once Time-Reporting closes, any changes that have not went through cannot be approved for that pay period. Once the changes are made however, they will show-up for the next pay-period.
6. *Is there anyway that I can get an advance on my pay?*
No. This is due to the fact that this is a Federal Work Study Job.
7. *If I am a volunteer, do I still need to fill out a timesheet?*
Yes. This helps us keep up with the hours that you are volunteering for.
8. *Do I need to put Trainings and orientations on my timesheet and online?*
Yes. Make sure that you log the time online and that you also have it on your timesheet for the pay period.

NOTE: Falsification of hours and/or signatures will result in termination of employment, as well as suspension and/or expulsion from school.

Pay Raises

Pay raises are given per semester of employment. In order to receive a pay raise, you must return the following semester. Pay raises are not automatic for every employee. In order to qualify for a pay raise, you must successfully complete both of the following requirements:

1. Have no more than 2 time discrepancies throughout the semester, which consists of late time reportings and/or time adjustments.
2. Receive a satisfactory tutor observation.

First Day of Tutoring

Get Acquainted With Your Tutoring Site

Although you're eager to begin, you must remember that you are a visitor at your tutoring site and it's important to take some time to familiarize yourself with the staff, students, operations, and rules.

- Introduce yourself to the supervisor and any other support staff.
- Introduce yourself and be sure your students know your name.
- Know your students' names and nicknames and learn to pronounce and spell them properly. Ask your students what they want to be called.
- Familiarize yourself with the day-to-day operations of the site. What rules & expectations do you need to adhere to? Check with the supervisor.
- Students need consistency with behavioral guidelines. While you can and should have fun with tutoring, it is still work time, and school rules apply.
- Establish a personal, trusting relationship with your students, you can help increase your students' confidence and motivation to learn. Spend time getting to know your students and their interests.
- Situate yourself in a physically non-threatening position. Sit next to, rather than across from, your students. You want to work *with* them; you don't want to teach *at* them.
- Be kind but firm, and establish that you are in charge. You set the tone and expectations for your work together.
- Be patient. Be willing to explain concepts more than once, and in more than one way, if necessary.
- Let your students be active participants in the learning process; encourage them to ask questions and further explore areas of interest.
- Be aware of the resources available to you.

Additional America Reads Resources

- www.ed.gov/americanreads
- <http://www.ed.gov/americanreads/resourcekit/index.html>
- www.literacycenter.net

TUTOR AGREEMENT FORM

Being a tutor in the University of Florida America Reads Program requires dedication, reliability, and a sincere interest in helping young children. The Program, the school districts, community centers and especially the children will be counting on you to provide quality instructional time to young children. Only agree to participate in this Program if you are sincerely interested in working with young children and willing to make a strong commitment to this Program and to the children it serves.

In accepting a tutor position in the America Reads Program, I, agree to adhere to the standards of excellence expected of me.

I agree to:

- Attend every day I am scheduled to tutor (for the entire semester).
- Arrive on time and sign-in as directed by the school/site.
- Arrive at the school/site prepared to deliver quality lessons to the children I work with.
- Attend all America Reads training sessions.
- Call the site and your supervisor if unable to tutor as scheduled.
- Exhibit professional behavior at all times, including appearance.
- Be sensitive to the needs of the school, community center and the children in my assigned school/site.
- Not discriminate against children due to race, gender, or disability.
- Keep track of my tutoring hours to enter in online.
- Express concerns to supervisors and/or the University of Florida America Reads Coordinator if any issues should arise.
- Maintain strict confidentiality about the children.
- Meet or correspond with the class teacher at regular scheduled times.
- Be honest in my time reporting.

Signature of Tutor _____ Date _____