TUTORING PROGRAM INFORMATION

AVAILABILITY
Monday-Thursday, 8:00-6:30 p.m. & Friday 8:00-4:30 p.m. Tutoring hours are subject to change based on staff availability and seasonal hours.

HOW TO SCHEDULE AN APPOINTMENT
1. Select a tutor from the Tutor Profiles: https://oneidacommunityeducationcenter.org/tutoring/
2. Contact the tutor via contact information for an appointment.

TUTORING PRICES
- $10 general or $0 Tribal/Employee per session

ASSIGNMENT COMPLETION
- Tutors will maintain integrity, using honesty and tact in dealing with tutees.
- A tutor should not do any part of a student’s homework. Having a tutor complete homework which will be graded constitutes cheating.

TUTORING APPOINTMENT GUIDELINES
Students
- Students are responsible for knowing and keeping their appointments.
- Scheduled appointments are strongly encouraged.
- Appointment times are 30 minutes.

Tutors
- Tutor appointments with family members is not permitted.
- Back-to-back appointments with the same student should not be scheduled in the same day.

CANCELLATION/NO SHOW GUIDELINES
Students
- During the first appointment tutoring session, the tutor should ensure that the student is aware of the appropriate method for canceling and rescheduling an appointment.
- A session is considered a “no-show” if the student fails to show 15 minutes after the scheduled appointment time or fails to give at least 1-hour notice that he/she will not make a scheduled appointment.
- After the first “no-show,” students are put on probation. After the second “no-show” in a 90-day period, students will lose tutoring privileges from all CEC tutors for 60 days.

Tutors
- The CEC will not be billed for a “no-show.”
- In the event of a “no show” for a tutor, the CEC reserves the right to cancel scheduled future tutoring sessions and remove tutor from the eligible roster for 1 year.
TUTOR COMPENSATION

High School

*Interest applicants under 18 should apply for “CEC Worker” pool position.*

**College** $13-17*

*Current students attending college in any degree program.*

**Degree** $17-21*

*Individual has a college degree, with additional education to qualify as a tutor. May not have background in education, school settings, and K-12 practices.*

**Teaching Experience** $20-25*

*Tutor has current experience with scouts, youth groups, assessing audiences, public/private schools, traditional and nontraditional classroom settings. Core content area knowledge is favorable. Teaching license desirable.*

*Pay averages are based on probation period, education level, and skills at time of hire. Probation period is 15, 30-minute tutoring sessions with 7 different students. After probation is complete, tutor will be compensated $+3/hour.

Successful completion of the probation period will be marked by:

1. Timely responses, within 48-hours, to communications with CEC staff.
2. Timely responses to clients requesting appointments
3. Daily use of assigned tutor email.
4. Knowledge of topics of which clients need

HOW TO APPLY

*Send resume, credentials, and inquiries to:*

Kim Wurst, Program Manager
Community Education Center
920-496-5256
kwurst@oneidanation.org