

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