Dear Teacher:

We are pleased that your principal has assigned an NYU America Reads/America Counts tutor to your classroom. We hope and expect that you will find the tutor’s assistance helpful to you and beneficial for your students. Here are answers to some questions you might have:

**Who are NYU America Reads/America Counts Literacy Tutors?**

America Reads/America Counts literacy tutors are undergraduate and graduate students from all academic disciplines at NYU; most are not in teacher training programs. (Your tutor will be glad to tell you about his or her major, etc.) Although tutors have received some pre-service training in child behavior and literacy instruction, they are not trained teachers or literacy experts. For this reason, tutors are expected to work solely under your direction. We think the best training is that which is specific to your school and classroom. Tutors may record on their timesheets any training sessions provided by you or your school.

NYU America Reads/America Counts tutors are paid employees, not volunteers. They are paid 100% from their federal work-study packages. Tutors may earn up to, but no more than, their federal work-study allotment. Undergraduate students are paid $13 per hour; graduate students are paid $15 per hour. We hold our tutors to a very high standard, and so should you. We are happy to report that tutors have almost unanimously lived up to the very high standards we have set for them; very few teachers experienced any difficulties last year. Nevertheless, if your tutor is anything other than cooperative or helpful, please report this to your principal or to our office immediately. Chronic tardiness and absences, lack of cooperation and unprofessional behavior are not acceptable. If the tutor is not helpful to you, the tutor should not be in your classroom.

**How can I use my tutor?**

The tutor’s efforts must be aimed at improving literacy, a broad area that can include specific subject areas as well as pure reading instruction. To this end, you may use tutors in whatever literacy manner you see fit: working with students one-on-one; in small groups; for class-wide projects; helping with homework and classroom assignments, etc. You may at times even use tutors to work with advanced students to free yourself – the trained expert – to work with children who are struggling. Like everyone in a school, your tutor can help with occasional housekeeping and clerical tasks; however, the tutor’s primary purpose is academic. They are not to be used as clerical or disciplinary aides.

**When will my tutor be here?**

All NYU America Reads/America Counts tutors are full-time students at the University, so it is not possible for us to send you a tutor to meet your ideal schedule. Tutors must sit down with you and work out a mutually agreeable schedule. These are the general guidelines: Tutors must work at least 6 hours a week in your classroom (but can work more if you agree). They must work in blocks of no less than 2 hours at a time. Some tutors may also want to work in your
school’s extended day program. This is allowed, provided they also work at least 6 hours in your classroom during the regular school day each week.

We hope you will try to accommodate a tutor’s scheduling needs, just as we expect the tutor to accommodate yours. But if you are not able to work out a satisfactory schedule with a given tutor, direct the tutor back to your principal for a new assignment. We cannot guarantee that we can send you an alternate tutor. Together, you and your tutor will fill out a Schedule Form which you will sign if it is satisfactory. This will be turned in to our office and we will expect the tutor to follow that schedule (as should you). Please keep a copy so you’ll know when your tutor will be in your class.

Is there anything tutors cannot do?
Tutors are not permitted to: 1) supervise children in the absence of a teacher; 2) fulfill any serious counseling role with the children; 3) monitor hallways, lunch rooms, or playgrounds. Tutors should not be expected to handle disciplinary problems.

What do I need to do?
Other than using your tutor as you see fit, your only responsibilities are to sign off on the tutors September 2014 Work Schedule and to sign off on the tutor’s timesheet every two weeks. Tutors will fill out these timesheets themselves, and submit them to you for your signature. Please review the timesheets carefully, and keep a carbon copy in your records. You should verify only those hours when the tutor worked in your classroom, or you otherwise have first-hand knowledge of their work in your school. Any irregularity in timesheets will result in the immediate suspension of a tutor. If a timesheet is reviewed for any reason by this office and does not conform to the carbon copy you have kept, the tutor will be suspended. If you do not have the carbon, this will necessarily mean suspension for the tutor, so we hope you will maintain these records carefully.

America Reads/America Counts has been a wonderfully productive and enjoyable program for everyone involved. We are grateful for your participation. Please feel free to call us at the numbers below our names if you have questions or if we can be of any assistance.

Yours truly,

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