

## ACE TUTOR INTRODUCTION

Welcome to the Academy for Character Education Charter School's tutor pool. The following information is provided to assist you in getting started as an instructor for our program. We appreciate your willingness to offer your services to our students.

Your name, phone number, e-mail address, preferred subject areas and grades, and chosen locations will be listed in our tutor directory. Families use this directory to determine which tutors to contact to provide instruction for their children.

Tutors are independent contractors. They are neither employees of our school nor of the South Lane School District. As independent contractors, you determine which subjects, what grade levels, and where you are willing to tutor. We suggest an hourly rate (\$18/hour for registered HQ teachers & \$20/hour for certified HQ teachers), but you may choose to charge whatever you determine. If your rate differs from our suggested one, please notify ACE what it will be so we may include it with your contact information. In addition, ACE does not withhold taxes from any independent contractor's payment for services. If you are not already HQ (Highly Qualified), ACE staff will work with you to see what you can do to remedy this; please contact Ranell Curl (541 782-2571 to discuss this).

After you have been contacted by a family to begin tutoring an ACE student, you must contact ACE (541 942-9707 or 541 521-9289) for curriculum guidelines. Because ACE is a charter school, for most subjects, we have an established curriculum that is already articulated to Oregon's academic standards. We will provide these books for both the student and the instructor. We also have recommended schedules for most books to help you know how much to cover in each tutorial session.

When you meet with a student to provide instruction, an adult family member or other designated adult, must be on the premises. Our liability insurance requires this. There are no exceptions to this policy.

To document instruction for both the school district and the Oregon Department of Education, we require you to follow these guidelines. For each student, there must be a completed monthly Time Document. On this form, you will provide the dates and times of your instruction for that month. You will also have the adult family member who is on site during your instruction sign this form on the appropriate line to verify that tutorial session; there must be one signature for each time you teach. This completed Time Document, accompanied by a student work sample (ACE will tell you

what to use for this sample), is to be submitted by FAX (541 782-2494), snail mail (PO Box 261, Oakridge, OR 97463) or hand delivered to the ACE drop box located at 195 N. 6<sup>th</sup> Street, Cottage Grove, by 5:00 PM of the second of the month following the instruction.

Unless you have requested a different payment method than our suggested one, you will then receive a check from ACE for your services in the previous month. This check will be mailed no later than the 15<sup>th</sup> of the month.