



TUTORING ROLES



What role does each party play in the tutoring process?

CASA

- Confirm with the child that they are open to and willing to participate in tutoring (especially teens)
- Speak with child's teacher to gather tutoring needs
- Confirm that placement is willing to host tutoring in their home and that they are willing to coordinate with the tutor to schedule sessions (especially group homes)**
- Submit tutoring request and tell placement that a tutor from Grade Potential tutoring company will be calling to schedule sessions
- Can reach out to tutor for updates or observe session if desired
- Update the Support Council if there are any changes that impact the child's tutoring
- **Notify the Support Council when the child's case closes**

SUPPORT COUNCIL

- Contact CASA upon receipt of request
- Initiate tutoring request with Grade Potential Tutoring Company
- Notify CASA when child is matched with a tutor and provide the tutor's contact information
- Follow up with CASA periodically to make sure tutoring is going well and assist with changes that come up
- Notify Grade Potential of changes to the child's tutoring (needs a change of tutor, no longer needs tutoring, etc.)
- Fund Tutoring

GRADE POTENTIAL TUTORING COMPANY

- Match student with a tutor in 5-7 business days
- Provide a change of tutor as requested

CONTRACTED TUTOR

- Call or text placement to coordinate tutoring sessions (tutor will reach out twice)
- Tutor the child up to twice a week
- Communicate with placement if sessions need to be canceled for any reason

PLACEMENT

- Answer the initial incoming call or text from the Grade Potential tutor to coordinate sessions** or return the tutor's call if they are not able to answer
- Coordinate sessions with tutor** and notify them at least 24 hours in advance of any schedule changes or if a session needs to be canceled, with the exception being sudden illness
- Allow tutoring to take place in their home
- Provide appropriate place for tutoring to take place
- Be present while the tutoring takes place
- Keep CASA up to date on how tutoring is going or if they need to make any changes

