VISION TUTORING
EDUCATIONAL FOUNDATION

<u>Frequently Asked Questions by Potential Vision Tutors</u>

Most questions will be answered during the orientation/training that will be attended by hired tutors; however, we have provided answers to the following questions in consideration that they may play a role in your decision to pursue a position with our company.

Is this a full-time job?
No. This is a contract position in which hours fluctuate based on the number of students/groups available and the number of students/groups which are assigned to you based upon your availability, skill set and preferences. Some tutors may opt to work a couple hours per week, while others may work 15+ hours per week. Private clients (paying for service or referred for service by another entity) may request tutoring Monday – Sunday between 9:00AM and 8:30PM. Most school district sessions will be held during the school day and immediately after school; however, if requested by the school, students may receive services on Saturdays. School day sessions are generally held between 8:00AM and 3:30PM (lasting 30 minutes to 2 hours) while afternoon sessions typically begin 15 minutes after dismissal and last one to two hours. Weekend sessions are most often conducted between 8AM and 4PM and last 1.5 to 4 hours.

What is my employment status as a tutor?
Due to multiple factors, including but not limited to tutors' ability to retain control over their schedule and number of hours worked, assignments accepted, and business-related expenses, you are considered an independent contractor (IC). This means you will not have any taxes withheld from your paycheck or receive other employee-related benefits such as medical insurance or paid time off. You will also be ineligible for unemployment benefits under Vision Tutoring. You will receive a 1099 which must be filed with your taxes. We recommend documenting all deductions such as mileage, purchases related to tutoring, etc.

Why do I need to have a criminal background check conducted?
Due to the nature of our work, we must have background check results that have been conducted against state, national, and sex offender databases prior to rendering a final hiring decision. Therefore, each tutor must complete a background check consent form to allow processing of his or her criminal background. Individuals eligible for hire after an interview who do not possess convictions may be offered a position. Candidates with misdemeanors or charges of which they have not been found guilty may be hired contingent upon the nature, dates, and relationship of charges and/or convictions to the duties and responsibilities of the position. Individuals convicted of crimes involving children, sex offenses, and/or felonies will not be hired.

All staff who will come in contact with students referred by certain organizations (i.e. school districts, DFCS, etc.) are required to be fingerprinted at designated facilities. If working assignments for different organizations, you may need to be fingerprinted more than once.

How much are the criminal background checks?
Vision Tutoring runs a background records check on candidates who will be offered a service agreement. Advanced national background checks cost approximately $25.00 with results run against the state,

national, and sex offender databases. Payment can be made via PayPal, CashApp, or Zelle (email address/handle to be provided). After your background check is submitted for processing, funds will not be reimbursed. Upon receipt of results, Vision Tutoring can render a final hiring/renewal decision. You may request a copy of your written background check for your records. Advanced background checks, which clear you to work with Vision Tutoring private clients, are valid for two years from the date of processing.

Tutors who will be offered a service agreement also have the option of being fingerprinted via LiveScan or fingerprint cards for specific assignments. Tutors planning to work with students referred by certain clients <u>must</u> select this background check option. Fingerprinting costs approximately $59.00 with results run against the state, national, and sex offender databases. Payment can be made via PayPal, CashApp, or Zelle (email address/handle to be provided). Tutors must attend a fingerprinting session at a designated location or submit authorized fingerprint cards. Results are not transferable to or from any other agency. After your fingerprinting registration is submitted, funds will not be reimbursed. Upon receipt of results, Vision Tutoring can render a final hiring/renewal decision. Written results are not provided to our organization; however, a non-transferable certificate can be issued. Fingerprinting via LiveScan, which clears you to work with select Vision Tutoring clients, are valid for five years from the date of processing.

Most school districts require all staff who will come in contact with their students to be fingerprinted or complete an additional background check process (often at their facility). Tutors will only be required to obtain fingerprinting or a background check through a school district when they would like to be assigned to a specific opportunity we have confirmed with a school/district. The cost is generally $45 and should be provided directly to the fingerprinting location designated by the district. Upon receipt of results, Vision Tutoring can render a final hiring/renewal decision. School districts do not provide written background check results; they merely inform our organization whether or not a tutor clears the process. Since our organization receives no written results, completing a background check or fingerprinting through a school district only clears a tutor to work within the district in which they were printed. Results obtained through a school district are generally valid for five years from the date of processing; however, there may be stipulations per district which require reprinting/reprocessing before the original expiration date if there is a lapse in working with their students. This information is subject to change based on school district updates.

Background check requirements for other organizations may be updated as needed. Vision Tutoring will not accept background check information obtained from any other sources.

What are my primary duties as a Vision Tutor?
- Present material to students in a manner in which they not only understand the material but also enjoy it, are able to apply it to the real world, and utilize it to gain an enhanced desire and appreciation for learning
- Create engaging lessons and activities correlated to the Georgia Standards of Excellence (GSE)
- Be a positive role model for students
- Provide parents and guardians with feedback and student updates
- Be dependable and punctual

- Complete and submit all required paperwork legibly, accurately, and on-time
- Access and thoroughly review Vision Tutoring e-mails on a regular basis
- Print, copy, or scan documents necessary for tutoring sessions and paperwork submissions

How do I obtain students?

Tutors regularly receive posts and/or e-mails regarding students/groups who are eligible for tutoring. This list includes each student's/group's city, zip code, grade level, general tutorial site, subject(s), day and time of availability, and any other parent/school preferences. You let us know which student(s)/group(s) match your interests, skills, geographic location, and availability. We review requests in order of receipt. If you request a student/group first, have the qualifications to tutor them, and match the parent/school preferences, you will be assigned to that student/group. If you request a student/group whom you are not qualified to tutor, you will not be assigned to that student/group and we will move on to the next qualified tutor.

Where do services take place?

Students under district contracts will likely be tutored at their school. All other students have an option of in-home, public location, or virtual (Zoom) sessions. For in-person sessions, you must travel to and provide services in the preferred location. Keep this in mind when selecting your students, so you will not choose a client with a commute longer than you prefer.

Parents are aware that an adult who is at least 18 years of age is required to be present during in-home sessions. Some parents prefer public locations. In this instance, you would be made aware of the meeting location such as a public library prior to selecting a student.

How often are services performed?

Each student/group receives 1 to 2 hours of tutoring each session. Parents/guardians and organizations select the number of sessions per week, with the average being one to two sessions each week for 1.5 to 2 hours. Under district contracts, students generally receive a minimum of 30 minutes up to a maximum of two hours of tutoring on weekdays and up to four hours on Saturdays.

What are service hours?

Private clients and organizations provide us with a selection of days and hours their child is available, and tutors determine which students' availability best accommodates their schedules. Hours generally range from 2:30PM-8:30PM on weekdays and 9:00AM-8:30PM on weekends; however, dependent upon their child's school hours (or lack thereof), parents may also request tutorial assistance 9:00AM-2:30PM on weekdays.

Most students being serviced at a school receive assistance during the school day; however, afternoon sessions usually begin 15 – 20 minutes after school dismissal on weekdays between 2:30PM and 5:45PM and/or Saturdays between 8:00AM and 4:00PM.

When do services start and end?

The majority of our students are received through school district contracts and other agency partnerships. Service start and end dates vary among clients and are determined by contract approval dates and the client's needs. Some schools begin tutoring as early as August while others do not start until second semester. Most districts end service in May although some continue through the summer. Private clients, who are *not* contracted through school districts, can enroll anytime during the year and can continue service for as long as their funds allow.

What materials do I use?

Vision Tutoring may provide some primary resources you can utilize as a foundation for your sessions. We also recommend that you include supplemental materials such as manipulatives, magazines, games, flashcards, internet resources, other books, etc. Supplemental material may be homemade or student made. Be creative! Educational resources and supplies can also be checked out from the Vision Tutoring office. (Note: Use of Vision Tutoring supply kits for student groups under district and some organization contracts will be discussed at trainings for those contracts).

How often do I submit paperwork?

Paperwork is submitted once per month unless advised otherwise. Details for all sessions that occur in a month should be submitted by the designated deadline. Paperwork, which primarily includes monthly progress reports and student sign-in sheets, must be detailed, neat, organized, and on time. Most reports should be typed.

How often do I get paid?

Tutors are paid once per month usually on the 3rd Wednesday of the month.

How much do I get paid?

One-on-one sessions are typically $30.00 - $40.00 per instructional hour with small group rates ranging from $35.00 - $45.00/hr depending on the size of the group and the purpose of instruction (i.e. homework assistance only, test preparation, enrichment, etc.). The hourly rate for each assignment is provided in advance and is non-negotiable.

The rate for working with groups within a school ranges between $25.00 and $40.00 per hour for certified educators and $20.00 to $35.00 for non-certified tutors. Although no more than 15 students can be in a district group per their guidelines, most groups consist of 2 – 7 students.

When do I find out if I am hired?

After an interview, supplementary documents, such as letters of reference, will be requested. Intent to hire responses are sent via e-mail usually within one week of receiving requested documents. Final hiring decisions are made after background check/fingerprinting results are received.

When is the orientation/training?

The annual orientation/training is usually conducted late summer/early fall; however, we have several additional orientations throughout the year as groups of tutors are hired. Information regarding the orientation will be sent via e-mail after receipt of the intent to hire/hiring and completion of a background check. The orientation lasts up to 5½ hours and can count toward PLUs (professional learning units) for tutors obtaining or renewing their Georgia Educator Certificate through our organization for the Georgia Professional Standards Commission - GaPSC. There are makeup sessions; however, there is no guaranteed date of when they will be held considering the length of each session. It is in the best interest of those who would like to begin work as soon as possible to attend the first orientation/training because tutors will not be allowed to service students until they attend. As of August 2020, virtual orientations may be added as an alternative to the in-person sessions. The orientation is not a paid event; payment for instruction begins after service is rendered to students and paperwork is submitted and processed.