

## Literacy Volunteers of Wayne County, Inc.

**TITLE: ENGLISH AS A SECOND LANGUAGE TUTOR**

**Reports to:** English as a Second Language (ESL) Coordinator

**Function:** To effectively tutor ESL Students regularly an average of two to four hours each week for at least one year (it is assumed that the experience will be so rewarding that you will continue for more than a year).

### ***Specific Duties:***

1. Attend all ESL Workshop sessions and complete all home study assignments.
2. Tutor an ESL Student 2-4 hours per week for one year.
3. Maintain a log on the student including: initial contact date; date tutoring began; total number of hours tutored; student goals (set and met); changes in behavior or performance; tutoring times and locations.
4. Submit a Student Progress Report at least quarterly.
5. Report promptly any change in the status of the learner or self.
6. Maintain contact with LVWC staff on a regular basis, or if you have any problems, questions, or comments.
7. Attend at least one inservice every program year (July 1- June 30).

### ***Qualifications:***

1. Must be able to read, write, speak, and converse in English well. No prior teaching experience or foreign language knowledge is required.
2. Must satisfactorily complete the ESL Tutor Training Workshop.
3. Must be even-tempered, relaxed, flexible, open-minded, and able to respond to the changing needs of the learner.
4. Must have a high-school diploma, its equivalent, or satisfactory completion of an appropriate course of study.
5. Must be able to keep records of progress and to submit regular reports.