

CapstoneCore Tutor Program Details

General Qualifications and Requirements

1. Qualifications and Credentials

All eligible candidates must be native English speakers, eligible to work in the United States, and meet the criteria of one of the groups outlined below.

2. Professional Expectations

- 1) Tutors will prepare for lessons in advance by having:
 - reviewed student needs as per the prior lesson
 - determined and reviewed appropriate resources relative to scope and sequence
 - determined and reviewed appropriate resources relative to personalized learning
 - checked internet and technology connectivity
 - being in a quiet environment conducive to learning
- 2) Tutors will engage the student in the learning process
- 3) Tutors will model expectations using visuals and think alouds
- 4) Tutors will facilitate guided learning as well as independent work
- 5) Tutors will provide timely, meaningful feedback throughout the lesson and upon completion of the lesson
- 6) Tutors will direct students to the Capstone administration when their requests for help necessitate
- 7) Tutors will maintain open and ongoing communication with the Capstone administration on any issues regarding student performance, progress, or technical matters
- 8) A 6-month minimum commitment is expected
- 9) A performance evaluation will be conducted after 6 months. If the evaluation is positive and the contract renewed, base pay will be raised
- 10) Tutors will determine their work hours by providing their availability on weekdays and/or weekends in the Tutor Portal

General Compensations

- **One class package includes 25 minutes of 1:1 instructional time**
- Tutor Incentives allow for additional compensation
 - **Tutor Incentives**
 - \$1 per lesson per month for all that begin on time runs the full 25 minutes, and is followed up with a written summary and constructive feedback for the student
 - \$1 per lesson per month when 40 or more lessons are taught
 - \$1 per lesson per month when 61 or more lessons are taught
 - Depending upon the time of year, a one-time incentive of \$100 - \$150 will be paid for the referral of a tutor who meets all criteria and is hired

- An incentive will be paid to a tutor who is continually requested by a student over an extended period of time – **details forthcoming**
- Online standards-based K-12 curricula, electronic texts, online resources, and online assessments are provided keeping preparation time to a minimum (Complete Learning Management System provided)

Detail Qualification and Compensation Incentives

1. SCHOOL SUBJECT TUTORS (K-12)

- certified public-school teachers who are currently employed
- certified teachers with a minimum of one-year teaching experience
- licensed substitute teachers
- accredited private school teachers with a minimum of one-year teaching experience

Hourly Rate	=	Minimum Pay	+	Full Lesson Incentive	+	Finished Classes (≥ 40)	+	Finished Classes (> 60)
\$40 - 60	=	\$18 – 20*	+	\$1	+	\$1	+	\$1

*Minimum pay based on experience and availability *The rate is based on 25-minute lessons

2. ESL/ELL TUTORS

- Minimum holding a BA or BS degree
- ESL certification is a plus but not required

Hourly Rate	=	Minimum Pay	+	Full Lesson Incentive	+	Finished Classes (≥ 40)	+	Finished Classes (> 60)
\$22 – 36	=	\$10 – 12*	+	\$1	+	\$1	+	\$1

*Minimum pay based on experience and availability *The rate is based on 25-minute lessons

3. TEST PREP TUTORS (GROUP)

- Minimum holding a BA or BS degree
- Support students in the preparation for exams including AP, SAT, ACT in either an individual or group setting

Hourly Rate	=	Minimum Pay	+	Full Lesson Incentive	+	Finished Classes (≥ 40)	+	Finished Classes (> 60)
\$36 - 60	=	\$18 – 22*	+	\$1	+	\$1	+	\$1
\$75 (Group)	=	\$30*	+	\$1	+	\$1	+	\$1

*Minimum pay based on experience and availability *The rate is based on 25-minute lessons

Tutor Application Form

Dear Applicant:

Please complete this application and submit it online along with a copy of your resume, transcript(s), and all certifications held.

- Name:
- Home Address:
- Phone Number (Mobile):
- E-mail Address:

- Position Applying For:
(School Subject Tutor or ESL/ELL Tutor or TEST Prep Tutor)
- Public School District currently employed with:
- Number of years teaching experience:
- Accredited Private School currently employed with:
- Number of years teaching experience:
- Degree(s) held:
- Certification(s) held:

School Subject Tutors (K-12) please indicate content area and grade level applying for:

TEST Prep Tutors please indicate course titles you can tutor and support students with:

Required Technology and Equipment

DEVICES	HEADSET	CAMERA
Laptop or desktop computer, Mac or PC	Headset with a microphone and stable output and input	HD External Camera OR
Touch Tablet with SmartPen (will be loaned to Tutor if one is not owned)	Earbud headphones work fine as long as they have a microphone	HD Integrated Camera which most laptops have