**Tutoring Assistant Responsibilities**

Praying for Kids/Families

Attending weekly team meetings

Recording daily attendance for kids and tutors

Serving Snack to kids

Recording and monitoring Blue Bucks totals for each child

Holding/ scheduling Tutor trainings/ updates for tutors throughout the year

Supporting special events (Christmas Store, MLK Day, field trips)

Supporting Elementary Programs Coordinator (EPC) with behavior management

Supporting EPC with parent and teacher communication

Supporting EPC with parent visits

Room monitoring/ managing small group activities

Driving kids home from tutoring (Thursdays)

Checking rooms at the end of the day and assisting with clean up

Collaborating with EPC on group activities for the kids

Helping monitor kids during recreational play

Supporting Tutoring Team if EPC is absent

Participating in once a month Saturday hangouts (when able)

Assisting tutors with finding materials, lesson plan questions, any issues that may arise in room

Keeping time and giving reminders for transitions

Leading small group activities when 1:1 tutoring is not taking place

Checking rooms at the end of day to make sure all items are cleaned up

Checking in with Lesson Plan Writers to see if any help is needed at end of day

Sharing any positive events/ concerns about kids/ tutors with EPC

Participating in once a month Saturday hangouts (when able)

**\*EPC=Elementary Programs Coordinator**