About the ARAC Program
The mission of the MSU America Reads® America Counts (ARAC) program is to assist K-8 children in Bozeman area schools to achieve and succeed academically. ARAC is managed by the Field Placement & Licensure Office (FPLO) who administers and oversees the program which engages education majors in tutoring K-8 students. Education majors will benefit from the ARAC program in building a resume and experiencing the classroom environment prior to their practicum and student teaching experiences; however, the experience can be invaluable for all university students desiring to better the local community and to advance their mentoring/instructional skills.

Job Description
Tutors assist their assigned students to meaningfully embrace and experience success with literacy and/or math skill development. Seen as role models by their mentees, tutors serve as consistent and reliable adults in the lives of the children referred to this program. Each tutor is responsible to maintain ongoing communication with all supervising teachers. A collaborative approach helps ensure that students receive the most timely and relevant instruction possible. Tutors may provide one-on-one tutoring and/or group tutoring

ARAC Compensation
• $11.00/hour wage – Work-Study Eligible. Paid monthly.
• Non-Work-Study eligible candidates may apply as volunteers.

ARAC Tutor Qualifications
• Commitment to both fall and spring semesters;
• Competence in organizing and prioritizing multiple work assignments and exercising sound time management;
• Ability to work cooperatively with others, specifically in a school setting;
• Strong commitment to serve children in Bozeman area schools and fulfilling the mission of the ARAC Program with professionalism and integrity;
• Willingness and ability to work with people from all cultures, religions, backgrounds and walks of life;
• Access to reliable transportation to get to and from schools where tutoring takes place;
• Maintenance of good hygiene and suitable appearance for work in the community;
• Previous experience working with children in a mentoring or tutoring capacity is preferred.

ARAC Tutor Responsibilities

General Responsibilities, Tutors will:
• Consistently follow the established schedule of tutoring hours each week with students with whom they have been matched over the course of the semester;
• Track hours served by submitting monthly timesheets with appropriate teacher signatures by the specified due dates;
• Commit to tutor students for 7-10 hours per week;
Attend the mandatory tutor training session on September 11, 2018;
Maintain an active email account that is checked daily for program updates;
Inform ARAC Program Coordinator of any changes in contact information, status with work-study funding, or tutoring schedules;
Abide by the MSU Student Code of Conduct: [http://catalog.montana.edu/code-conduct-policies-regulations-reports/](http://catalog.montana.edu/code-conduct-policies-regulations-reports/);

**Responsibilities to Teachers, Tutors will:**
- Build positive and cooperative relationships with all supervising teachers;
- Always be prompt, consistent and accountable; provide notification and explanation to host teacher for any missed tutoring sessions—ideally 24 hours in advance;

**Responsibilities to Students, Tutors will:**
- Respect and encourage the unique identities of the students under their care;
- Act as a role model for students with whom they work;
- Behave in a mature and responsible manner;
- Exercise patience, understanding, and persistence with assigned students;
- Respect the confidentiality of all students and their families.