



TUTOR ASSISTED GROUPS (TAGs)

Description:

Provides academic support for content courses in small groups by appointments made through the REACH Learning Resource Center. Assists students in content-specific strategies to help students be more successful in a specific course while encouraging students working together to continue to develop as independent learners. Is responsible for performing the following:

General

Responsibilities:

1. Teaches students skills in content areas.
2. Plans and implements weekly sessions with students.
3. Communicates effectively with tutees.
4. Uses Accutrack and monitors the sign-in and sign-out of tutees on Accutrack.
5. Maintains a Tutoring Log as a written record of tutoring sessions.
6. Stays knowledgeable in the content and courses tutored.
6. Complies with University Family Education Rights and Privacy Act (FERPA).
7. Submits written records on all students tutored if requested at reporting times.
8. Assists in administering student evaluations during each semester.
9. Attends tutor training and staff meetings as required.
10. Performs other duties as assigned.

Evaluation:

Observations of new TAGS leaders and evaluations of all TAGs leaders are conducted each semester. The purpose for each observation and evaluation is to recognize and indicate good practice and to also help each tutor improve his/her sessions as needed for the benefit of all tutees.