Congratulations on being selected and choosing to serve as a Lead Tutor! Lead Tutors have a very special role at SJCS’s Math Lab! Using your demonstrated tutoring and leadership skills, you will help guide new tutors through tutor training and their first semester of tutoring. Here’s how it works: Each new and returning tutor is assigned to a Lead Tutor. As we assign new tutors to you, we will email you with the new tutor’s contact information. You will meet with new tutors at the beginning of the semester. Throughout the semester, you act as a role model, a mentor and, in general, a helpful and friendly face around the Math Lab.

Before the beginning of the semester:

- If this is your first time as a Lead Tutor, attend a Lead Tutor Orientation.
- Schedule time to spend with your new tutors during the first week.

What to talk about during the meeting:

- New tutors may have questions about tutoring. They might want to discuss these questions with you. Spend a few minutes getting to know each other. Explain your role, and share your experiences with tutoring and/or tutor training.
- Ask what s/he expects tutoring to be like.
- Make sure s/he understands basic procedures, paperwork, and tutor training. If you are unsure about procedures, ask your supervisor.
- Talk about things to expect on their first shift, setting goals, and the Tutoring Cycle.
- Provide a tour of the department/building.
- Discuss roles, responsibilities, and expectations.
- Explain office equipment (phones, computer, etc.)
- Discuss office procedures (office equipment use, etc.).
- Discuss college and department policies and procedures and unifying principles/guidelines.
- Discuss college mission/vision, goals, values, and expected behaviors.

Throughout the semester:

- Check your email regularly and respond to messages (every day, if possible). Email is the main means of communication between you and your new tutors, and between you and your supervisor. If your email address changes or is not working, please let us (your supervisor and new tutors) know immediately.
- Participate in the discussion board on Blackboard. New tutors may post questions on the boards as soon as they are hired. Please respond to as many of these as you can.
- Refer to the calendar for due dates and meeting topics.
- Stay in touch with your supervisor to let him/her know about any problems or new developments with your new tutors.

By the end of week 3 (or ASAP after a new tutor is assigned to you):

Arrange to meet for a 15-20 minute conference with each of your new tutors. It is best to meet in the Math Lab, but if you need to meet elsewhere, it is OK as well. If a new tutor has not contacted you by the end of week 4, please send him/her an email proposing a meeting time. Also discuss progress and answer any questions your new tutor may have. Encourage your tutors to attend team meetings.

Week 4:

- Attend the first All Tutor Meeting (usually Friday before the first week of class).

Consecutive Monthly Meetings:

- Attend the monthly meeting and possibly help lead the sessions.

By Week 8:

Your new tutors should have contacted you to make an appointment to follow up with you. Call anyone who has not called you by Week 9 to arrange an appointment.

By end of Week 11:

Contact your supervisor about your tutors; report on any problems and/or recommend tutors you think would make good Lead Tutors.