Sample Evidence for Essential #8, Indicator 5
Tutor Recruitment Plan

School: _____

Goal: TO PROVIDE A SUFFICIENT NUMBER OF TUTORS IN THE AVID ELECTIVE

Objective	Activities	Person Responsible	Time Line/ Location	Process Review
1. Recruitment	1.1 Create list of contacts • Websites • District job announcement • University work study, outreach programs, community service programs, career center, clubs, honor societies • High school counselors and college centers for alumni enrolled in universities • Faculty flyers • List of off-campus partnerships • Cross-age tutors 1.2 Create schedule for tutor position 1.3 Create flyer for tutor position			
2. Hiring Process	2.1 Determine job classification for AVID Tutor/ provide job description 2.2 Identify funding (multiple sources, if possible) 2.3 Articulate hiring process with the district • Generate personnel requisition • Conduct interviews • Complete hiring process, i.e. fingerprinting, TB Testing 2.4 New employee orientation at site			
3. Training	3.1 Oversee training of tutors • Designate a tutor training lead for the site team • Monitor completion of the Tutorial Support Curriculum-Workbook Part A and B by all new tutors (Level 1) • 3.2 Provide regularly scheduled feedback meetings with tutors. • 3.3 Provide opportunities for on-going training (Levels 2 and 3)			