

# BEST PRACTICES

Tutors who work with Tutor Doctor demonstrate our values in all that we do. Here are some best practices to follow:

## Understanding

- **Build a strong relationship with the student:** create trust and respect, listen and empathize, and above all, support your student and their learning efforts.
- **Be patient:** You may have to go over material more than once or explain the material in several different ways. That's ok. It means your student is doing their best to learn.
- **Give lots of praise:** A high-five, saying, "great job," or "I'm proud of you," goes a long way in boosting a student's confidence and helping them feel successful.
- **Set goals together:** what do you and your student hope to accomplish by the end of the month, the end of the school year, by the end of tutoring? Use these goals to inform your session planning.
- **Look at the whole student:** Keep in mind that many things can affect a student and their ability to learn. Consider what else is happening in their life and how it may affect their ability to learn when you are planning and delivering sessions.

## Curiosity

- **Track progress:** Note all grades on tests, returned assignments, and report cards. Review them often with your student so they can see the progress they are making towards the goals you set together.

## Ingenuity

- **Match your tutoring style to the student's learning style:** students learn best if the teaching is matched to their style of learning. Let the student's needs determine how you tutor.
- **Be creative:** Use inventive and interesting activities and materials, such as manipulatives, to help keep your student engaged. You don't have to come up with them all on your own. There is a wealth of ideas, strategies, and tips online to help you.
- **Work from your student's interests:** The best way to engage someone is with something they enjoy. Turn your math lesson into an activity about basketball statistics, read books about Pokémon, or write stories about outer space.
- **Take breaks:** If your student is losing focus, take a quick break. If they're having trouble sitting still, do some quick exercises and expend some of their energy.
- **Change it up:** If your student is losing focus and isn't as engaged as you would like, try changing the activity.

## Ownership

- **Be early, be prepared:** Arrive (or log into the online tutoring platform) five minutes early and arrive prepared.
- **Communicate:** Communicate with parents, teachers, and your local office about your student's needs, progress, and any concerns you have.
- **Make plans:** Make a session plan. What are you going to cover this session, how are you going to do it, what materials do you need? What is your goal for the session?

- **Take note of what works and what doesn't:** It's ok if something doesn't go as planned, just note it in the session report and move on. If a strategy, activity, or material works, keep it up!
- **Fill out your session reports before you drive away or while on public transit:** The sooner you can complete your session report, the better. Session reports are a record of the session for you, the parents, and your local office, but they are also how your hours are tracked for payment. It is always best to complete your session reports while you are still in the tutoring mindset after the session. Completing them immediately makes them seem like less of a chore later.

### **Grit**

- **Be present:** Make a commitment to your student to be "present" in each session to and help them succeed.
- **Make a commitment:** The family has signed up for a package of hours, a change in tutor during that duration could set back the student's learning as they build a relationship with the new tutor.
- **Be Persistent:** If it seems that the student isn't learning it the first time you teach it, keep going and try a different strategy, activity, or style. Our job is to make sure we teach in a way the student can understand.
- **Communicate with your local office:** If you face any challenges or problems, talk to your local office for support, strategies, and/or solutions. We are here to support you!