

Tutor Orientation

Orion-Bloomfield



Meeting Overview

- Tutor Doctor Quick Facts
- Your Role
- The Tutor Doctor Model
- The Team
- Expectations
- The 4C's
- Policies
- Expand Your Horizons



Tutor Doctor Quick Facts

Corporate office in Canada

Over 300 franchisees worldwide

Over 250,000 students served by
over 27,000 tutors

President is Frank Milner

Tutor Doctor Advantage

- Marketing
- Company name
- Consultation
- Family commitment
- Tutor support
- 24 hr. cancellation policy
- Efficient reporting/ invoicing system
- Semi-monthly paychecks

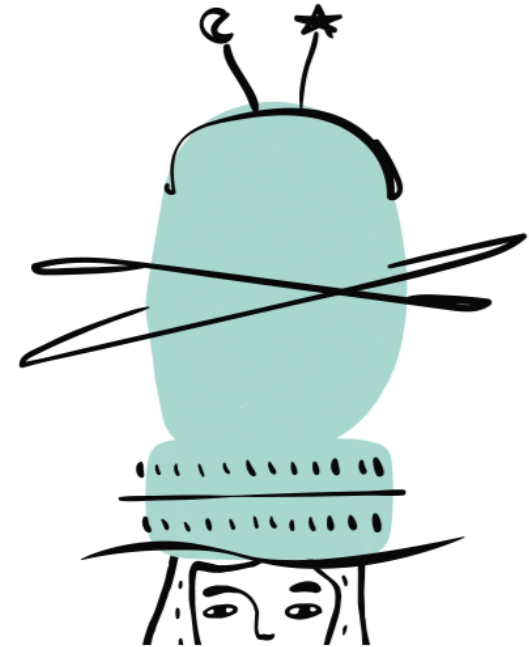
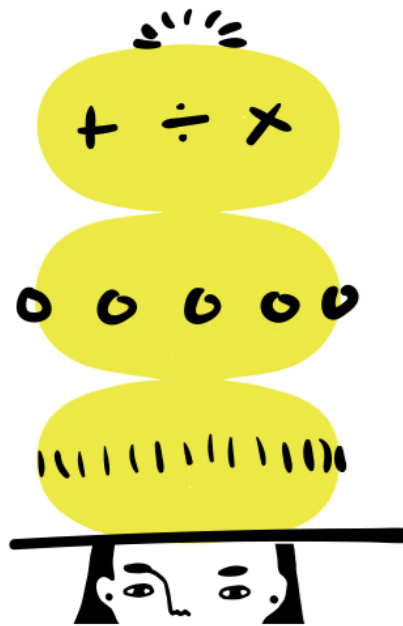


Our Tutors MAKE the Difference

WHY YOU ARE IMPORTANT



Your Role



THINKING CAPS CAN BE TAILORED.

Your Role

Michael has been behind in school since first grade. We have exhausted every effort...As I walked out of the meeting with his principal, my heart was heavy because I was going to have to tell Michael he would have to stay in 4th grade.

... Our tutor has made learning fun and exciting. Michael is a totally different boy. He is confident, excited about school, and eager to participate in class discussions. He's even at 5th grade level!!

THE TUTOR DOCTOR MODEL



Academic Success Formula



The Tutor Doctor Model



ASSESS



MATCH



TUTOR



SUPPORT



What we do not do:

- We're not tutor brokers
- We do not...
 - Do the student's homework for them or guarantee straight A's
 - Babysit
 - Transport students from school to home
 - Prescribe to specific curriculum
 - Diagnose or treat learning issues



What We Do – Get Results!

- Strengthen building blocks & fill academic gaps
- Build academic confidence
- Master curriculum
- Support classroom teacher
- Executive functioning skills
- Enrichment
- Build study skills & test taking strategies



Assess: Parent Consultation



- Meet to understand needs
- Home learning environment
- Parent & student dynamics
- Student's personality
- Set goals
- Set tutoring schedule
- Session cancellation policy



Assess: What's Discussed



- Communication with tutor and office staff
- Importance of keeping a consistent schedule
- Session cancellation policy
- Session reports
- Tutor-teacher collaboration
- No babysitting rule
- Non-solicitation rule



Match & Tutor



- Based off consultation and assessment, we take time to find the right student match for you!



- You work with the student on fixing their academic foundations, keeping pace with the class and enrichment.



How We Support You



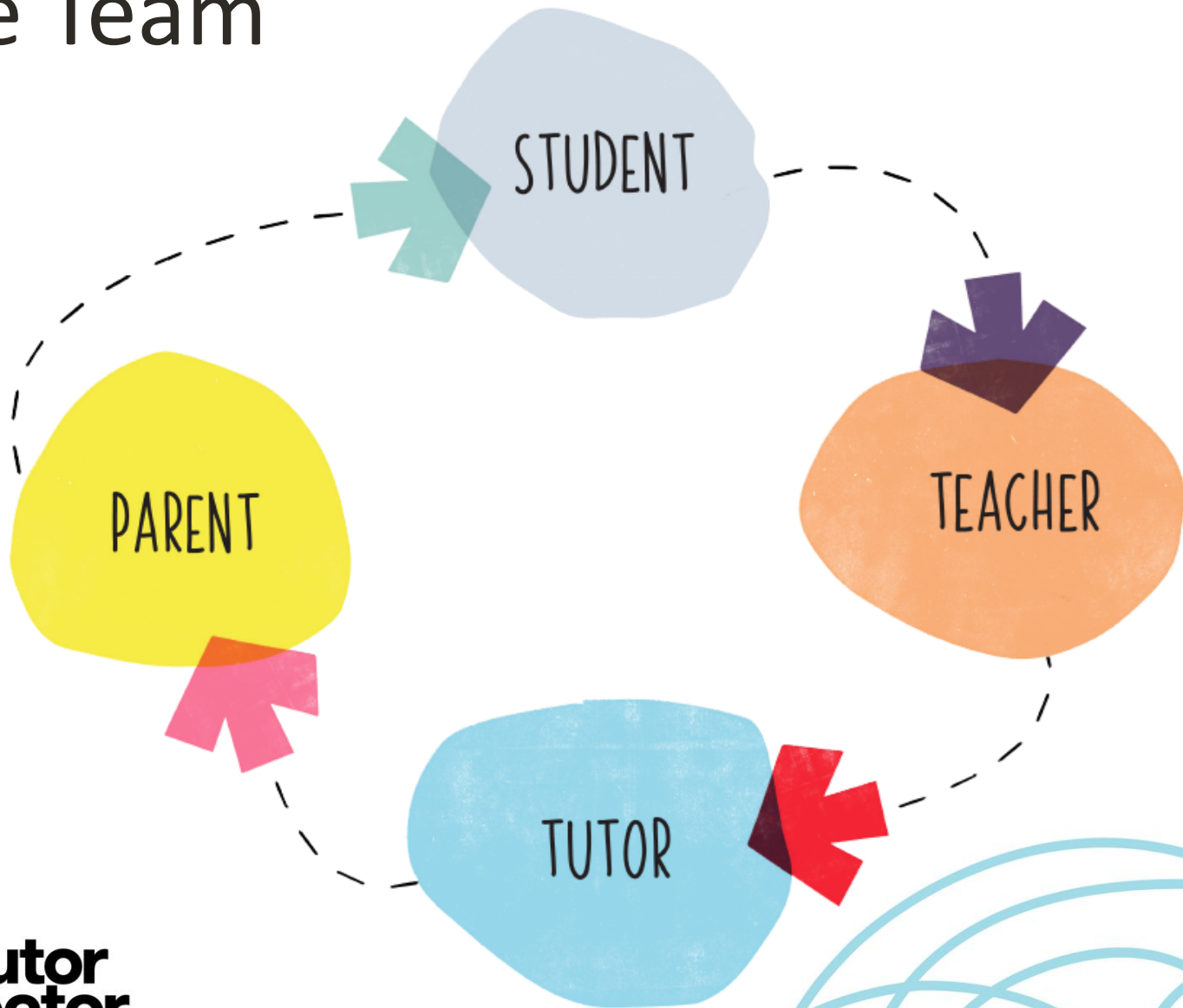
- Advise/guide parents
- Enroll families for adequate hours
- Match students to tutors
- Review/approve session reports
- Maintain communication with parents
- Pay tutors based on session reports
- Resolve escalated client/tutor issues



TUTOR DOCTOR TEAM



The Team



TUTOR EXPECTATIONS



Employee Status

- We withhold taxes
- We do not offer benefits
- Pay is the 15th and last day of the month
- Time sheets are due two days prior to pay day and need to match submitted session reports
- You will receive a W2 after the close of the calendar year
- Tutors are expected to use the platforms provided to enhance the sessions



The 4C's



Commitment



Collaborate



Communication



Consistency

Commitment

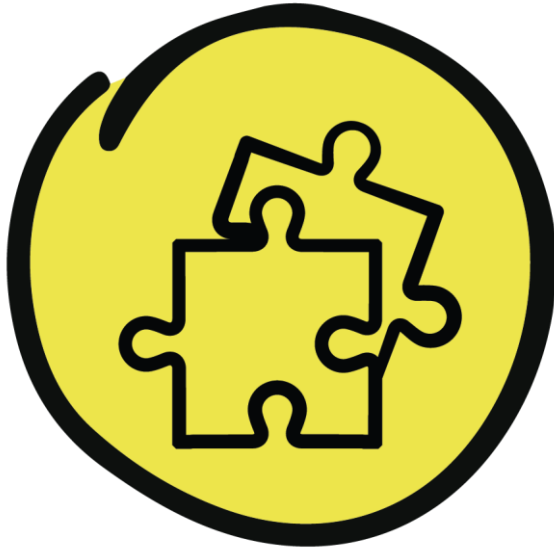


Commit to:

- Term of the assignment
- The schedule
- The student's success
- Knowing the material and being familiar with how concepts are taught in class

***Reminder:** You must give notice if you will not be tutoring for an extended period of time and/or if you will no longer be tutoring with us. Refer to agreement for specifics.

Collaborate

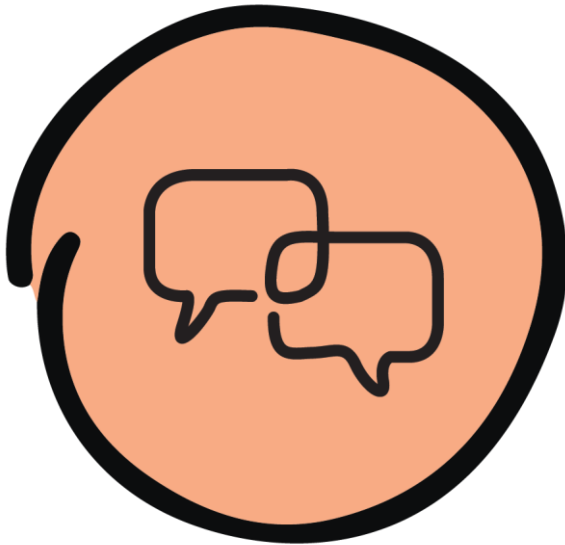


Collaborate with:

- The teacher
- Parents regularly
- Student (goals and plans)
- Other tutors
- Office staff



Communication



Communication with:

- The parents often
- The teacher
- The student:
 - Understand
 - Complete tutor homework
- The office staff :
 - Schedule changes
 - Concerns

Consistency



*Remember:

Consistency is the
building block of TRUST

Consistency through:

- Reliability
- Consistent schedule with clients
- Session preparation
- Arrival time
- Timely session reports submission
- Computer access
- Transportation
- Communication with office

POLICIES



Policies

- Address change
- Scheduling BANG sessions
- Session reports
- Professional dress
- Cell phones
- Regular background check
- Non-solicitations
- Terminating your contract – at least 2 weeks notice
- Referrals (tutor/family)



TUTOR DOCTOR: EXPAND YOUR HORIZONS



Expand Your Horizons

- Learn to teach other topics:
 - Test prep
 - X-Skills
 - Tutor Doctor 24/7
- Work events with us
- Attend meetings and learn from the best
- Volunteer with us



WHAT OUR TUTORS HAVE TO SAY:



What our tutors have to say...

"I cannot thank you enough for the opportunity to be part of such a fantastic organization! After my experience with [tutoring company], which I have resigned from, I was apprehensive about joining another tutoring company. Tutor Doctor is a breath of fresh air. You in particular have been so welcoming and supportive. The open, honest communication is what I need. I completely understand that an hour is the appropriate time for elementary school tutoring. ..I love to teach and my enthusiasm for learning tends to rub off. .. Thanks again!"

- A.C.

What our tutors have to say...

"I am matched with students that need a particular skill I am well trained to teach. It is nice to have someone else make the matches. I can go in and get going because the needs have been assessed. The two students that I first received have been great matches. They both need help in math but they need different kinds of help. I like the fact that the needs assessment have been done. It allows me to be able to jump right into instruction."

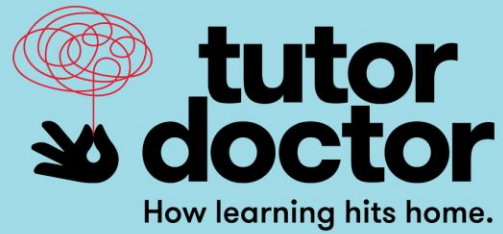
- C.N.

What our tutors have to say...

"We are not pressured to take certain students. The hours are flexible. Report acceptance is timely. When an invoice is submitted, deposit is made timely."
- L.R.

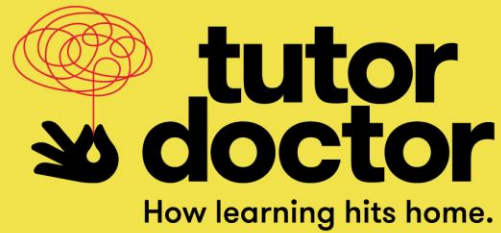
"I like Tutor Doctor because they are a great support system. The clients are the best."
- K.C.





Questions?





Happy Tutoring!

