



## **Welcome Aboard!**

Welcome to 360 Citizens, a nonprofit (501(c)3) organization. 360 Citizens uses literacy to ensure that youth have the knowledge they need to be engaged, empathetic, and economically secure community members. 360 Citizens Academy serves multiple purposes. We provide educational support services including reading intervention, consultations, and homeschool evaluations. These services focus on exceptional learners (students with special needs) who are often underserved. We are happy to have you as a part of the program, which is literally not possible without tutors like you.

## **Tutors as Independent Contractors**

We recruit tutors of all backgrounds and experience levels. Pay rates are set by the organization and may fluctuate depending on need. Any changes will be provided in writing with a 30-day notice. We ask that tutors complete any jobs that are in progress before leaving the program. Background checks will be conducted. Tutors are independent contractors. 360 Citizens is not responsible for withholding or paying taxes for independent contractors. Independent contractors are not eligible for unemployment or other benefits. Independent contractors are considered self-employed by the IRS and may be subject to [self-employment tax](#). If tutors make \$600 or more during the year, a 1099-Misc will be sent for that tax year.

## **TutorBird Profile and Use**

Tutors are responsible for setting up and maintaining their tutor profile on [TutorBird](#). TutorBird is where your teacher profile is located. If you have any questions, please use the help feature in TutorBird or contact Zhavon “Shay” Malone by phone at 757-209-2095 or by email at [shay@360citizens.org](mailto:shay@360citizens.org).



## Job Expectations

Once a student is referred to the program, organization staff will conduct an assessment of need. Based on the assessment, we will recommend the student for our program or for other resources. If the student joins our program, tutors whose profiles seem to be a good fit will be contacted. If the family expresses a preference for a tutor, that will be the first consideration. Tutor profiles will be listed on the website and families will be able to select a specific teacher if desired.

Once the tutor accepts a student, it is expected that the tutor will contact the client within 24 - 48 hours to introduce yourself and schedule the first session. Sessions can be conducted at a public location, in the tutor's home or in the client's home. ***Please note that if you meet inside your own or the client's home, the client has agreed that you will never be the only adult present with a minor student.*** At the conclusion of each lesson, it is expected that you would complete a lesson report for that session.

360 Citizens Academy tutors are also expected to maintain regular communication with students and families, convey respect for all levels and abilities, and promote a supportive, engaging learning experience.

## Payment Policies

Tutors will be paid at the agreed upon rate and at intervals they choose. A common schedule is that classes or tutoring packages are paid on the 15th or 31st of each month, dependent on the start date. Pay as you go sessions are paid every 2nd and 4th Thursday of the month. Clients pay 360 Citizens Academy directly and payment is then distributed to tutors, less 25%. Tutors should not receive direct payments or gifts from clients directly, as it can be an ethical violation. Tutors who decide to receive direct payments or gifts will not be allowed to tutor with 360 Citizens Academy for a period of at least 1 year.



## Useful Links

The following links are offered to increase your proficiency and success as a tutor.

EasyRead - [www.easyreadsystem.com](http://www.easyreadsystem.com)

The online reading program we use with our reading students

EasyRead Resources -

<https://www.helpingchildrentoread.com/resources/trainertext-resources/>

Resources and articles for the EasyRead system and struggling readers

Understood - [www.understood.org](http://www.understood.org)

In-depth information on various learning and cognitive disabilities

Khan Academy - [www.khanacademy.org](http://www.khanacademy.org)

Free lessons and practice on almost every subject imaginable, including Language Arts

Speechlanguage-Resources.com -

<http://www.speechlanguage-resources.com/vocabulary-and-comprehension.html>

An easy to read but thorough exploration of reading comprehension difficulties and solutions.

## Acceptance of Terms

Accessing the TutorBird platform, listing your availability, and accepting a student indicates your understanding and acceptance of 360 Citizens Academy policies and procedures. If you have any questions or concerns, please do not hesitate to contact Zhavon "Shay" Malone via phone or email.