



## **Welcome Aboard!**

Welcome to Provision Family Education Services Academy. Provision FES Academy is a program of [Families 4 His Glory, Inc.](#), a 501(c)3 organization. Provision FES Academy is dedicated to removing the barriers to quality education. The Provision FES Academy tutoring program gives a percentage of its proceeds to support Families 4 His Glory, Inc. We seek to provide quality education support through affordable tutoring, volunteer tutors, and providing nurturing, accessible academic programs. We focus on exceptional learners as they 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, and pay rates are set by the tutors. 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. Provision FES Academy 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.

## **MySchoolBooks Profile and Use**

Tutors are responsible for setting up and maintaining their tutor profile on [MySchoolBooks](#). MySchoolBooks is where your teacher profile is located. If you have any questions, please use the help feature in MySchoolBooks or contact Zhavon “Shay” Malone by phone at 757-753-0597 or by email at [pfes@families4HG.org](mailto:pfes@families4HG.org).



## Job Expectations

Tutor profiles will be listed on the website and families will be able to select specific teacher if desired. If no tutor is specified, the administration will contact the family to assess the need and all available tutors will be notified by email and/or text message. 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 online via method of your choice ([Zoom](#) is a commonly used platform), 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.

Provision Academy FES 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 rate they set 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 Provision FES Academy directly and payment is then distributed to tutors, less 25%. Tutors should not be receiving direct payments or gifts from clients directly, as it can be an ethical violation. Tutors who choose to receive direct payments or gifts no longer be allowed to tutor with Provision FES 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.

Zoom - [www.zoom.us](http://www.zoom.us)

Online conferencing platform. You can sign up to have a permanent “room”

Bitpaper - [www.bitpaper.io](http://www.bitpaper.io)

Online shared whiteboard

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

In-depth information on various learning and cognitive disabilities

Kahoot! - [www.kahoot.com](http://www.kahoot.com)

Great interactive tool for classes

Google Classroom - [classroom.google.com](http://classroom.google.com)

Free online tool that can be used to set up classrooms

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

Free lessons and practice on almost every subject imaginable

## Acceptance of Terms

Accessing the MySchoolBooks platform, listing your availability, and accepting students indicates your understanding and acceptance of Provision Academy policies and procedures. If you have any questions or concerns, please do not hesitate to contact Zhavon “Shay” Malone via phone or email.