

# The Teacher and Volunteer Tutor Relationship

## Roles and Responsibilities

### Mutual

- The teacher and volunteer should treat each other with respect, as adults who are working together for the benefit of the learners.
- The teacher and volunteer should never discuss any student in front of other students.

### Teacher

- The teacher chooses what to teach and how to teach it.
- The teacher should be a role model for the volunteer in how to work with learners.
- The teacher might consult the volunteer about comments on a particular lesson or student outside of the classroom.
- The teacher should work with the volunteer to determine how he/she can best help in the classroom.
- The teacher should periodically communicate with the volunteer to prepare for activities.
- The teacher should offer praise and constructive criticism to the volunteer.

### Volunteer

- The volunteer might work with individual students or small groups of students to give additional attention, explanations and support.
- The volunteer might choose the best methods to accomplish a particular task.
- Any suggestions about teaching and relationships with learners should be made out of sight and hearing of the learners.
- The volunteer must maintain confidentiality with respect to the learners. The volunteer must never repeat any information (grades, behaviors, conversations, family situation, medical, etc.) that may be learned concerning any student.
- The volunteer should model appropriate behavior, including language and dress.
- The volunteer should respect and adhere to school policies and procedures.
- The volunteer should learn and follow classroom behavior expectations.
- The volunteer should learn and follow classroom management strategies.
- The volunteer should notify the teacher privately of any student behavior or counseling concerns.
- The volunteer should arrive when expected, and contact the teacher/program if not able to volunteer when expected.
- The volunteer should be flexible, enthusiastic, and creative.

### **Potential Areas for Discomfort**

- Some teachers are not used to managing/overseeing other adult helpers in their classrooms, and so it might make them uncomfortable in the role.
- The roles of teacher as taskmaster and volunteer as friend and supporter to the students may develop.