



## **Greater Boston Jewish Coalition for Literacy Teacher Tips and Tricks**

### **Why do teachers value GBJCL tutors?**

- Tutors help their students grow as readers.
- Tutors help their students gain new levels of confidence.
- Tutors help their students learn how to articulate themselves.
- Tutors' presence allows teachers to work more closely with a larger number of students who need attention.

Over the years, GBJCL has gathered insight from teachers and volunteers about the best ways to maximize program impact. Here are some of them:

- **Communication with your tutors is key!**
  - **Contact Information:** Exchange cell phone numbers and email addresses at the beginning of the year.
  - **Schedule Updates:** If there is an unexpected change or an absent student, please call or text your volunteer to be sure they receive word before coming to the school.
  - **Progress Reports:** Create an open method of communication about specific students for the tutor to provide feedback, accomplishments or any struggles they might be having. Some volunteers have communicated through sticky notes, a notebook, texting, or emailing.
- **Value your tutor's time.**
  - Let your tutor know when there is a schedule change for special programming.
  - Try to adhere to the scheduled literacy time on days when your tutor comes in so they can maximize their time with and impact on their student.
- **Setting Volunteers Up for Success.**
  - **Goals:** The more direction you can give about your vision for the student's progress and the student's needs, the closer tutors can come to achieving those goals.

- **Directions:** Each day the tutor comes in, give clear instructions for what you want the tutor to accomplish with the student and what books to read or materials/activities/worksheets they should use.
  - **Feedback:** Give the tutor feedback to ensure they are helping the student in the way you envision and the way you need.
- **Small appreciations go a long way!**

Thank your volunteers in whatever capacity you can. Even a quick thank you in the hall or via email articulates that you value their efforts and time.

### **Testimonials**

“Having Ellen come in has allowed me to work with other students that I would not easily be able to get to because of the high needs in my classroom. This program has done wonders for the students in our community.”

*-Stephanie Tesorero, teacher*

“You help me when I’m mad and when I’m sad...when you are around I make better decisions.”

*-Kylie, student*