



Every Youth is One Caring Adult Away
From Finding Success in Life



ACADEMIC COACHING GUIDE & GOALS

Your guide to building a positive and successful relationship
with your Seeds 4 Success Tutee.



ACADEMIC COACHING (TUTORING) GUIDE & GOALS

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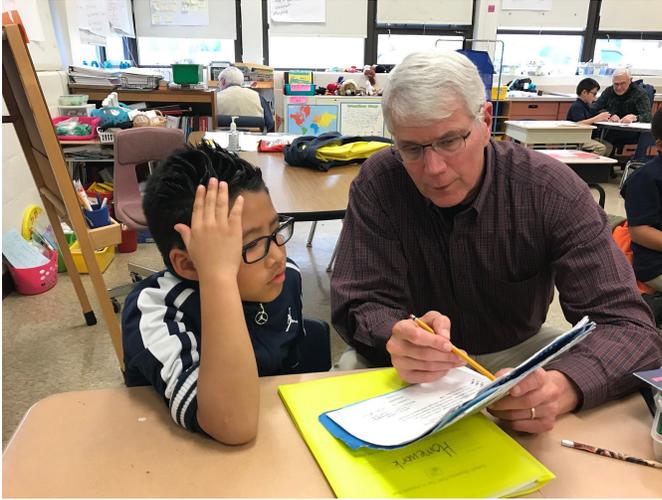
Tips for Successful Academic Coaching

Here are some tips to help you build a healthy and productive relationship with your tutee:

1. **Know the Seeds 4 Success (S4S) policies and procedures.** Read the volunteer handbook to ensure you understand them, and how to find support within the organization if you need it.
2. **Understand Academic Coaching.** As an academic coach (we use tutor for short), you are not expected to know how to do students' school work. Instead, you want to help your tutee find solutions to the barriers that are preventing him/her from succeeding academically. Focus on the following: teaching organizational skills, self-advocacy skills, helping your tutee find their passions, and providing positive support and reinforcement.
3. **Follow the operating procedures.** Many times, tutors do not see improvements because they are not providing consistent structure for their tutees. Tutors **MUST** follow the operating procedures specified by the Programs Manager to remain consistent. If improvements are lagging, schedule a meeting with the Program Manager outside of program hours to develop a plan of action.
4. **Build relationships grounded in trust.** Many youth without role models are suspicious of adults. Do not attempt to become your tutee's best friend or substitute parent. Academic Coaches are positive role models who invite open communication and mutual respect.
5. **Create realistic goals and expectations.** Do not expect your tutee to ask for your help right away. Ask questions; get to know your tutee. As your relationship grows, your tutee will feel more comfortable sharing his or her academic needs with you and ask for help.
6. **Have fun together.** Find out what kind of subjects and activities your tutee enjoys, and positively reinforce their performance in these areas. This could help them discover their passions and interests.
7. **Allow your tutee to reveal information when they are ready.** Give your tutee permission to reveal how much (or how little) information they wish to share with you. Remind them that they can share with you without fear of judgement or criticism.
8. **Listen.** Model positive listening skills to your tutee to help them develop better listening skills and clearly communicate with others.
9. **If a tutee asks for advice, focus on solutions.** Encourage your tutee to consider their options. If they focus less on what they cannot control and instead shift their attention to those areas they can control, like their own thoughts, feelings, decisions, and actions, they may reclaim their personal power. Teach them not to get stuck in the problem, and instead consider solutions.
10. **Be positive.** Briefly share your own experiences to demonstrate empathy, but your time together is not about you – it's about your tutee. Do not bog down your time or monopolize

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- conversations. If your tutee feels “stuck,” remind him or her that they can change their perspective by changing their thoughts and provide them the space to change their attitude.
11. **Work as a team with the parent/guardian and mentor.** There may be times when academic barriers require that a student enrolls in an Individualized Education Plan (IEP). You are encouraged to communicate with the parent/guardian and the school to plan this meeting. Remember: the parent/guardian **MUST** be present at all school related meetings. If at other times you need to communicate with the mentor to solicit additional support for the youth, you are encouraged to do so.
 12. **It is your responsibility to set a good example as a tutor.** Your tutee may lose trust in you if you cannot be depended upon to honor your commitments. Please be on time, and consistently follow tutoring procedures. A lack of commitment can be devastating for the young person you agreed to support. If you are unsure about the time or emotional commitment you have to share, please do not volunteer until you are confident you can meet these obligations.
 13. **Avoid feeling frustrated.** There may be times when you attend a tutoring session but your tutee does not, nor does he/she let you know. When this happens leave a note in their folder to let him/her know you were waiting for them. If the problem persists, report it to the Volunteer Coordinator so she can explore what is happening, and advise you on how to proceed. Children growing up in low-income communities often lack structure. It takes time to build trust and set expectations.
 14. **Give agency.** Remember to always ask your tutee “What can I help you with today?” **DO NOT** tell the student what they must work on. Give them the power to choose to be helped.

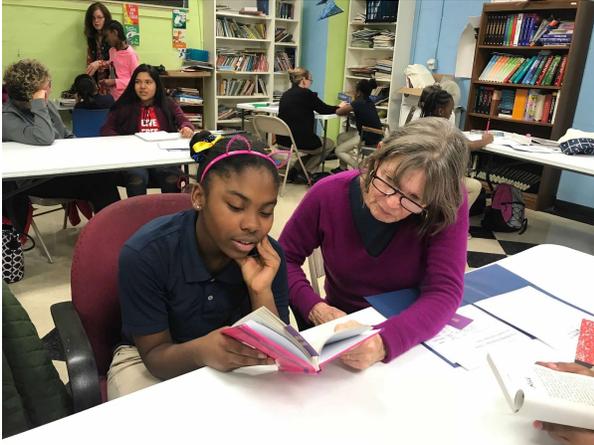


Elementary School Tutee - *Get Organized*

Your tutee is between 3rd and 5th grade, and you most likely just began your relationship with him or her. Your tutee must prove that they are responsible enough to remain in the program by demonstrating commitment and meeting various requirements. Use the following as a guide to help you build a healthy and productive relationship with your tutee.

Your Goals

- It's not just about homework, talk and build a relationship. Figure out what they love!
- Follow operating procedures
- Review student program requirements each year (program manager has this document)
- Teach your tutee self-advocacy skills such as taking responsibility for solving a challenge with a teacher or making his/her own decisions
- Encourage tutee to write down assignments and get organized
- Encourage your tutee to have a positive attitude
- Model and encourage appropriate communication skills
- Find what your tutee likes to read about; this may require much trial and error and check for comprehension
- Award badges when they deserve them
- Build trust with the family by communicating and asking them how they are when you have a chance
- Get to know your tutee's mentor and share contact information
- Attend family nights
- Attend volunteer trainings and workshops
- Attend the annual parent, student, mentor, tutor and student meeting with the program manager
- Schedule and attend a parent/ teacher meeting with youth's family



Middle School Tutee - *Find Passions*

Your tutee is between 6th and 8th grade, and you may have known each other for a while. It is important he/she continues to demonstrate commitment and meet various requirements to remain in the program. The guide below may help you continue building a healthy and productive relationship with your tutee.

Your Goals

- It's not just about homework, talk and build a relationship. Figure out what they love!
- Follow operating procedures
- Review student program requirements each year (program manager has this document)
- Teach your tutee self-advocacy skills such as taking responsibility for solving a challenge with a teacher or making his/her own decisions
- Encourage your tutee to have a positive attitude
- Model and encourage appropriate communication skills
- Help your tutee think about and find his/her passions; talk about how to make a career out of their passions
- Talk to your tutee about their academic performance
- Find what your tutee likes to read about; this may require much trial and error. Check for comprehension
- Award badges only when your tutee deserves them
- Build trust and get to know your tutee's family by communicating with them when chances arise; ask them how they are; and attend family nights
- Get to know your tutee's mentor and share contact information
- Attend volunteer trainings and workshops
- Attend the annual parent, student, mentor, tutor and student meeting with the program manager
- Schedule and attend a parent/ teacher meeting with youth's family