TCH Coordinator

- TCH Coordinator should be an educator by training who is passionate about teaching.
  - Suggested: educator (current employed or retired), or a college student completing their Education Degree
  - school may choose to provide financial bonus to coordinator

- Complete online TCH orientation with SFFC Foundation

- TCH Coordinator will need to become familiar with the needs of the elementary students selected to receive tutoring.
  - Standardized testing results, input from classroom teacher, etc.
  - Complete Curriculum Associates i-Ready professional development
    - Tutors should attend if possible
  - Enroll tutees in i-Ready program

- Provide Tutor's orientation before tutoring sessions begin.
  - Resources provided by SFFC Foundation and i-Ready
  - Ensure tutors submit their TCH application
    - Including Letter of Recommendation

- Provide support and feedback to tutors after each tutoring session.
  - Remind tutors to submit their Session Report prior to leaving session.
    - late submissions not accepted

- Review and approve each Session Report prior to scholarship payments each month.

- TCH coordinator must be present entirety of each tutoring session.

- Provide feedback to SFFC Foundation regarding TCH programming