# Tutor Guide

## Introduction

Learning Aid Ohio connects students learning on IEPs (Individualized Educational Programs) with experienced tutors to provide in-person, supplemental support. We leverage the impact of one-on-one instruction to provide meaningful supplemental educational support for learners who need it the most. By serving as a supportive resource outside of the classroom, Learning Aid Ohio plays a critical role in helping learners overcome obstacles, reach their full potential, and achieve academic success.

## History

Learning Aid Ohio was originally created in response to remote learning during the COVID-19 pandemic. Our program continues today because it has been identified as a valuable supplemental resource for Ohio learners. Learning Aid Ohio provides additional time and focused attention for targeted practice towards educational goals. This continued support not only helps learners academically, but also fosters a sense of confidence and motivation, ultimately contributing to their overall growth and success.

## How it Works for Learners

Families and learners that meet the program requirements can explore our services and complete an application at **learningaidohio.org** during open enrollment dates. If approved, the applicant learner will receive funding in an online account to spend on sessions with tutors scheduled through **elevatedd.learningaidohio.org**. Account managers can browse the bios of candidates to find a tutor that fits the needs of their learner, schedule a free introductory interview, and start scheduling paid sessions once they have found the tutor they would like to work with. Funds are deducted from the learner's account while payment is made to the tutor by Learning Aid Ohio.

Families must apply each open enrollment period to receive additional funding. Funding awarded for the semester must be used within the given semester dates and expires at the end of each semester. Funding does not roll over.

To qualify for the program, learners must:

- Be served on a current Individualized Education Program (IEP)
- Reside in Ohio
- Meet the 400% or less of the Federal Poverty Level income requirement

## How it Works for Tutors

Our tutors are independent contractors who have a passion for teaching. Tutors may have a wide range of experience and skills from GED to PHD. Interested tutors can submit an application on the website to be accepted into the program. Once approved, tutors create a profile that highlights their background, strengths, and the kinds of support they offer. Families can browse profiles and reach out to schedule paid, one-on-one sessions. Meeting locations must be public spaces mutually agreed upon.  Tutors have the flexibility to set their own schedule, pay rate, and curriculum.

**To qualify for the program, tutors must:**

- Supply an active ODEW teaching license or a BCI Background Check
  - BCI must be no older than six months.
  - New BCI's can be requested with the *code 5123 081, "Employment with DoDD, County Board of DD or contracting agency." and* sent directly to Learning Aid Ohio at 510 E North Broadway, Ste 401, Columbus OH, 43214.
- Plan and provide one-on-one, in-person instruction and create individual learning plans based on each learner's IEP goals.
- Commit to providing feedback and communication to the Learning Aid Ohio administration.

## Program Policies

1. Your Ohio Department of Education credentials or BCI Background Check must be current throughout the program. Should they expire, you must submit an updated copy to remain active within Learning Aid Ohio.
2. Violation of the Attestation signed upon application: if you are charged with one of the offenses listed on the attestation you signed during the

application, you must alert Learning Aid Ohio by contacting info@learningaidohio.org within 14 calendar days.

3. The Learning Aid Ohio platform is only available for individual tutors to offer learners one-on-one tutoring services. Tutors can only apply to Learning Aid Ohio as an individual and not as part of an agency, organization, or company. The person who applies must be the same person who is providing services.

4. Immediate family members, and those living in the same household as a learner, cannot apply to tutor their loved one (immediate family is defined as approved parent, grandparent, or sibling by blood, marriage, or adoption).

5. Families on the Learning Aid Ohio program must apply for services through their ElevateDD Learner profile. Tutors cannot apply for, act as intermediary for or apply on behalf of a family.

6. All tutoring sessions must be scheduled through the families' ElevateDD Learner account. Do not schedule or hold sessions outside of the ElevateDD Learner platform. There is zero tolerance for "make-up" or "floating" sessions You will not be paid for services scheduled outside of the ElevateDD Learner platform.

7. Tutors cannot schedule sessions on behalf of their clients. If it is suspected that a tutor has access to an account manager's account, Learning Aid Ohio reserves the right to remove the tutor and the family from the program.

8. Tutors are expected to manage their profile, schedule and services offered through the ElevateDD Learner platform. Failure to update and respond to families through the ElevateDD Learner platform can result in not being paid for services and/or removal from the program.
   o Scheduling requests must be responded to within 72 hours.
   o The session status and session notes must be updated within 48 hours of the completed session.

9. Please remember that these grant dollars are intended for one-on-one learning sessions only. They are NOT designed to cover travel time or transportation expenses. We encourage you to use the last five minutes of your session to mark your session "Complete" in the ElevateDD Learner platform and log any session notes.
   o Tutors are not expected to provide transportation for learners. If a tutor and learner/account manager independently choose to coordinate transportation, it is done outside of the program and

at your own risk. Mileage, travel time, and other travel expenses associated with transporting learners are not covered by the grant and are not reimbursable. The program's insurance does not cover accidents, costs, or issues related to transportation.

10. Tutors cannot provide services during school hours or in a school setting.
11. Tutors must provide services in person and in a one-on-one setting.
12. Tutors are not to provide over three hours of paid services to a single client within one week, over two hours in a single session, or four hours of paid sessions to the same household.
13. Tutors are not to charge a lower hourly rate to any client outside of the program.
14. If you are a "No-Show" for two or more sessions, we reserve the right to remove you as a tutor from the platform. A "No-Show" is defined as cancellation with less than 6 hours' notice, arrival more than 15 minutes past the scheduled start time and not completing the session, or failure to show up to the scheduled session.

    Please note that some families may choose to meet in a public location. Our cancellation policy is that if a family "no shows" or cancels with less than 6 hours' notice, the tutor is still paid for the session as a courtesy for the short notice cancellation. That said, please complete the following steps in the event of a no-show:
    o Contact the family using the contact details provided in the introductory interview.
    o Code the session as a "No Show" in the ElevateDD Learner platform. You can also record a note in the system. This will let our team know that you should be paid for the session and that Learning Aid Ohio should follow up with the family.
    o Contact Learning Aid Ohio so that we can do a follow-up on our end.
    o Please remain at the session location for the full duration of the scheduled time in case the learner arrives late unless contact was made.

15. Tutor understands grants received by learners are funded by a variety of sources which could include but not limited to foundations, private donors, or federal or state Money.

16. Failure to comply with program policies/agreement could result Learning Aid Ohio in notifying the Ohio Department of Education and Workforce, Attorney General, Office of Professional Conduct, State Auditor, or local law enforcement.

## Expectations

As a tutor for the Learning Aid Ohio program, you must ensure that the information in your profile and schedule is up to date and accurate.

- Complete three surveys annually
- Comply with regular audits
- Respond to all session requests through the ElevateDD Learner platform
- Respond to all inquiries from the Learning Aid Ohio administration

## Reasons account might be placed in inactive status

- Suspected fraud
- Not responding to our inquiries
- Missing two or more sessions
- Policy violations
- BCI/ODEW not updated

Learning Aid Ohio will send a reminder that your documents are due to expire. You will need to provide us with an updated document by the expiration date. If we do not receive an updated document, your Learning Aid Ohio profile will be placed on hold, and you will not be allowed to provide services until your documentation is up to date.

## Reasons you may be removed from the program

- Applying for, acting as intermediary for or applying on behalf of a learner or family for a Learning Aid Ohio grant.
- Scheduling sessions on behalf of a client.
- Not confirming sessions within 72 hours.
- Providing tutoring services during school hours in the school setting.
- Failing to provide tutoring services in a one-on-one setting.
- Allowing another tutor to provide services in your place.

- Charging more than the hourly rate approved by Learning Aid Ohio.
- Charging Learning Aid Ohio learners a higher hourly rate than other clients.

Violation of the attestation you signed upon application. If you are charged with one of the offenses listed on the attestation you signed during the application process, you must alert Learning Aid Ohio by emailing info@learningaidohio.org.

## Pay

Tutors are paid directly by the site administrator only when account manager's schedule paid sessions using their ElevateDD Learner account and the Tutor has marked the session complete. We cannot back-pay tutors for any sessions not on the calendar. Please do not accept sessions not documented in the ElevateDD Learner system.

Tutors must set up direct deposit prior to receiving their first paycheck and are responsible for updating and keeping accurate records in PayChex. All tutors are independent contractors of Learning Aid Ohio. As a paid independent contractor, you are responsible for filing and paying your own taxes. You will be issued a 1099 tax form digitally through PayChex.

| Rate | Qualifications |
|------|----------------|
| Up to $30 | High School Diploma / GED AND at least 2 years of tutoring experience |
| Up to $40 | Associate degree AND at least 2 years of teaching or tutoring experience |
| Up to $50 | Bachelor's Degree AND at least 2 years of teaching or tutoring experience *Candidates with an associate degree AND 11+ years of teaching or tutoring experience |
| Up to $75 | Master's degree or higher AND at least 2 years of teaching or tutoring experience *Candidates with a bachelor's degree AND 21+ years of teaching or tutoring experience |

## Thank You!

Thank you for thoroughly reviewing this guide and sharing your time and talents with our program. To date, this program has served over 4,000 Ohio students with disabilities. This milestone is only possible because of caring, dedicated, and determined tutors like YOU! Sincerely, thank you for your

commitment to improving the lives of Ohio students and families through personalized learning experiences. Welcome to Learning Aid Ohio!