

# Write Place Tutor Contract 2008-2009

Name (please print) \_\_\_\_\_

Welcome to The Write Place. We are pleased that you applied to work in the writing center and that teachers and/or other staff members supported your nomination. Your selection as a staff member is an honor that comes with certain responsibilities. Staff members must keep in mind that they are representing the writing center at all times, not just when they are tutoring.

## Leadership & Professionalism

Staff members are expected to

- be leaders and positive role models in the school.
- treat everyone with respect.
- keep in mind that they are responding as readers, not as teachers or evaluators.
- take responsibility for what happens in the writing center. This includes maintaining a clean, comfortable, friendly, and safe environment that is welcoming all students. Excessive noise and extra visitors in the writing center create problems for those who are trying to work. Headphones signal that you don't want to be disturbed and are therefore not allowed.
- be respectful of teachers' assignments and styles. Criticizing a teacher and/or assignment is unacceptable behavior.
- maintain the confidentiality of a session. Students' writing styles and the content of their papers are not to be discussed with other people. Students take a risk by visiting us and sharing their writing. They must be able to trust that what is said in the writing center "stays in the writing center." (If, however, you read something that makes you nervous for the student's safety or that of others, you should contact one of the Write Place teachers.)

## Academics

The Writing Center is an academic support service; therefore, staff members should represent high standards. Students must continue to perform solidly in classes, receiving no class or writing advisory grades below a C. Additionally, staff members must be vigilant in their efforts to follow the academic honesty policies of the school. Poor academic performance and/or academic dishonesty may result in a tutor be removed from the program.

## Commitment to the Program

All staff members must

- participate in the initial and ongoing training sessions.
- complete the online discussions and independent assignments given to improve tutor preparedness.
- show up to the writing center assignments on time and stay for the full 45-minute slot.
- maintain an accurate online schedule by marking off times when there are conflicts such as field trips that will prohibit the tutor from meeting with other students during assigned Write Place times.

*I agree to uphold the policies of The Write Place*

Signature \_\_\_\_\_

Date: \_\_\_\_\_