

Getting Started with ONE TO ONE

GUIDELINES FOR SCHOOL COORDINATORS

Welcome, school coordinators.

We are so grateful for your commitment to coordinating the ONE TO ONE program in your school. Whether you are a new or returning coordinator, we are excited to have you on board.

We have put together the following guidelines and reminders to help ONE TO ONE run as smoothly as possible in your school.

What is ONE TO ONE?

ONE TO ONE is a free literacy tutoring program backed by a mission to help children across British Columbia develop lifelong literacy skills. Our program is free to all schools and is available to any elementary school student whose teacher believes they need extra reading support.

Each student meets two to four times a week with a ONE TO ONE volunteer tutor. For 30 minutes at a time, they read in an environment where it is okay to take risks, make mistakes and learn at their own pace.

In the 2017-18 school year, our 1,033 volunteer tutors read with 2,781 students across British Columbia. **This was all with thanks to the hard work and dedication of the school coordinators in our 196 program schools!**

Your efforts will have a big impact on your school and community alike. In a 2016 program evaluation, 95% of ONE TO ONE students reported that their volunteer tutor helped them become a better reader and 90% of classroom teachers reported that the program was making a difference in their students' reading levels, comprehension, and attitude toward reading. Our volunteer tutors—who range in age from university students to octogenarians—typically devote more than 60 hours in a school year and take great pride in their roles.

Your role

As a school coordinator, you will work closely with a ONE TO ONE area liaison to organize the ONE TO ONE program within your school. Your key roles will include:

- Working with teachers to select students for the ONE TO ONE Literacy program.
- Informing parents of their child's participation in the ONE TO ONE Literacy program.

STUDENT SELECTION CRITERIA

- Students enrolled in Grades 1-7
- Students who are not receiving resource support
- Students who would benefit from practicing reading with a supportive volunteer tutor
- Students whose English language proficiency is at Level 3 or above
- Students who are willing to read and cooperate with a volunteer tutor

VOLUNTEER TUTOR EXPECTATIONS

- Attend a three-hour training session
- Complete a criminal record check
- Attend an orientation at their assigned school
- Record brief comments in the student's ONE TO ONE reading log

Your role (cont'd)

- Organizing your ONE TO ONE tutoring schedule with teachers and students, including selecting alternate students if a regularly scheduled student is absent.
- Arranging an orientation for new volunteer tutors, setting up student files for all participating students and ensuring that ONE TO ONE student profiles are completed by teachers.
- Providing volunteer tutors with a quiet, well-lit tutoring space, ONE TO ONE leveled reading boxes, other materials such as duo-tangs, pencils and crayons, and access to reading materials from your school's library. Our liaisons will occasionally require access to your school's photocopier.



Communication is key to a well-run program. We ask that you keep volunteer tutors informed about school events that may impact tutoring times. Additionally, please keep your area liaison informed of how the ONE TO ONE program and volunteer tutors are doing at your school.

A thank you goes a long way; volunteer tutors are more likely to stay committed when they feel supported, valued and welcomed. Focusing energy on nurturing your relationships with your volunteer tutors helps to ensure engaged volunteer tutors who are loyal to the school and a joy to work with.

Tutoring space

An ideal tutoring space could be a library, storage room, unused office space, classroom or alcove. While we understand school space is often limited, please try to avoid hallways and noisy areas where students and volunteer tutors can be distracted. ONE TO ONE books, student files, supplies, comprehension activities, and other ONE TO ONE resources, should be kept in the volunteer tutor space provided.

Scheduling

Volunteer tutors commit to either a morning or afternoon tutoring shift at least once per week for the duration of a school year. Students attend a tutoring session 30 minutes at a time, twice per week. Please ensure that volunteer tutors are given a copy of the tutoring schedule and also advise the ONE TO ONE area liaison of the volunteer schedule.

Please prepare a list of alternate students who will attend tutoring sessions on days when regularly scheduled students are absent. Obtain parent/guardian consent before students can participate in the ONE TO ONE program. A letter is available to be sent home with all students recommended for the program.

Teachers need to complete a Student Profile form for each student participating in the program. This information is helpful to the volunteer tutors and is kept in the student's ONE TO ONE file. Please see that Student Profile forms are completed in advance of the start of the first session.

Resources

The following forms and many other resources are available in the ONE TO ONE school package and electronically on the ONE TO ONE website under the school coordinators tab (one-to-one.ca/resources):

- Tutor Scheduling
- Student Reading Profile
- ONE TO ONE Parent/Guardian Letter
- Volunteer Tutor Responsibilities
- Volunteer Tutor Orientation Guide



Setting up student files

Before starting a new tutoring year, please create a new file for each ONE TO ONE student. Your ONE TO ONE area liaison is available to assist you with this.

Label each file with the student's name, teacher, grade and classroom number. Under the student's name write the name of the alternate student for this student in brackets. For each alternate student, provide a student recording form. Keep the alternate student's recording form at the back of the file. Each ONE TO ONE student file should include: a completed Student Profile form, a pre-tutoring student interview form and daily recording sheets.

Daily recording forms are to be completed by the volunteer tutors at the end of each tutoring session. This way, both the teacher and volunteer tutors will have a record of the progress the student is making with ONE TO ONE.

Meet Carol!

With Josée Thibault moving to Toronto, we are excited to introduce you to our new Executive Director, Carol Neuman.



Hello! My name is Carol and I am beyond delighted to join the ONE TO ONE team as the new Executive Director.

While I am new to ONE TO ONE, I am passionate about our vision of expanding children's literacy and a passion for reading. I've spent the last nine years supporting education-focused not-for-profit

organizations in growing their scope and impact. It is clear that ONE TO ONE is in an exciting time of growth and evolution, and I look forward to involving you in this story.

ONE TO ONE is an organization driven by strong relationships – and I look forward getting to know all of you, our community supporters.

Volunteer orientation

It's helpful to arrange a time to orient new volunteers to your school—your ONE TO ONE area liaison will be available to help you organize this as needed. You may want to ask the principal to be available to meet the volunteer tutors.

Orientation Checklist

We recommend discussing the following topics with new volunteer tutors. Please note that your liaison is available to assist with these tasks.

- Explain your role as a school coordinator. Make sure volunteers have a chance to meet and write down important contact information including the school phone number, principal, vice-principal, secretary and the ONE TO ONE school coordinator.
- Take the volunteers on a tour of the school's tutoring space, staff room, where to keep their belongings, available parking, adult washrooms, and students' classrooms.
- Point out the school office and sign-in book. Remind volunteer tutors to sign in at the office and to wear their name tags.
- Tour the tutoring space, where to find student files, books, games and activities, and distribute tutoring schedules.
- Review school emergency procedures.
- Provide volunteer tutors with a copy of the school calendar and the school's website address. Inform volunteer tutors of all holidays, pro-d days, and other special activities that may impact tutoring sessions.
- If there is a school newsletter, encourage volunteer tutors to subscribe.
- Discuss who volunteer tutors should contact in the case of unexpected or planned absence. Ask the volunteer tutors if they are available any other times to fill in for another tutor, if necessary.
- Discuss student confidentiality procedures.
- Review and ensure that volunteer tutors sign the school district's volunteer agreement.
- Review ONE TO ONE Volunteer Tutor Responsibilities document.

Thank you!

We appreciate and understand that your school coordinator work is done in addition to your already-mounting commitments to your school. We cannot thank you enough for helping us bring ONE TO ONE to students who need it most and creating a fulfilling experience for our volunteer tutors.

As always, please never hesitate to reach out should you have any questions for your area liaison or the ONE TO ONE office staff. We are here to help.

Contact list

ONE TO ONE STAFF

Carol Neuman
Executive Director
carol@one-to-one.ca

Liz Van Den Hanenberg
Volunteer Coordinator
lizv@one-to-one.ca

Zahida Jaffer
Program Manager
zahida@one-to-one.ca

Charlotte Hussey
Fundraising and Communications Coordinator
charlotte@one-to-one.ca

AREA LIAISONS

Afton Bell
afton@one-to-one.ca

Andrea Krombein
andrea@one-to-one.ca

Elaine Denny
elaine@one-to-one.ca

Jane Hicks
jane@one-to-one.ca

Janice Johnson
janice@one-to-one.ca

Katie Stevenson
katie@one-to-one.ca

Linda O'Reilly
linda@one-to-one.ca

Susan McClary
susan@one-to-one.ca

Therese Armstrong
therese@one-to-one.ca

Cami Klohn
one2one.kamloops@gmail.com

Tracy Spannier
tspannier@cbal.org

“I have had very little experience with young children either in my personal life or in my career. It has therefore been an absolute wonder to deal with such delightful young children on a weekly basis. I find their curiosity and innocence a constant wonder and only wish that I had learned about and started tutoring with ONE TO ONE years ago.

I can honestly say, that while I hope that my tutoring has helped the children, it has certainly enhanced my life.” – ONE TO ONE volunteer tutor, 2017-18



ONE TO ONE Literacy Society

500 - 610 Main Street Vancouver, BC V6A 2V3 • 604-255-5559 • contactus@one-to-one.ca • one-to-one.ca

