Federal Programs Department
Tutoring Guidelines for
Title I Tutors & ESSER Tutors

• Tutors must have an approved HR approved stipend request prior to working.
• Tutors should not be serving as substitutes.
• **Tutors should not work more than 25 hours per week.**
• If the tutor holds a valid teacher certification, the rate of pay is $25.00.
• The rate of pay for a non-certified tutor is $20.00.
• Please make sure that the rate of pay is correct when submitting the monthly service reports.
• Tutors must utilize the time management system Frontline. If the tutor does not have access to Frontline, please contact Human Resources to grant access.
• A monthly service report must be submitted by the 5th of each month.
• A tutoring roster must be completed and turn in with the service report. (Please see attached tutoring roster)
• Time and Effort documentation must be completed each month and submitted with the service reports.

Coaky Cook
Director of Federal Programs