



## EPISD Title 4 - Teacher Instructions and Expectations

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### Teacher Task Items to do for FA Tutoring Program.

Steps for setting up your tutoring plan

1. **Have a plan** sent to Fine Arts
  1. Must include tutor names, hours and qty.
  2. Changes can be done via email.
  3. **Do not take it upon yourself to make changes with out informing the Fine Arts office.**
  4. We must know your plan to approve tutor hours.
  5. Once you get a response email from Mark Saenz you may begin scheduling and communicating with your tutors.
2. **Provide your Tutors with a schedule**
  - Assigned hours
  - Location of Kiosk
  - Visiting Campus Information
3. **Document everything**
  - **Records are due at the end of every semester.**
    - Have a tutoring log set up.
      - ***Time & Location of Tutoring Session***
      - ***Tutor Name***
      - ***Student names you are working with***
      - ***Topics covered***
      - ***Time of End of Session***
  - ***Tutors need to fill out Fine Arts Tutor logs (these should be in addition to your records)***
    - Music Tutors Link: <https://forms.gle/NYAjWVGoQVe9pyzs6>
    - Dance Tutors Link: <https://forms.gle/3dFaWRWA8jtRaoUB7>
    - Theater Tutors Link: <https://forms.gle/b33YyeykzZxrFaSYA>
    - ***This has to be done after EVERY tutoring session. No exceptions.***



#### 4. Swiping In/ Hours Procedures - FYI

- **Always swipe in and out - ALWAYS USE THEIR CODE!!!**
- **Any issue out use the After The Fact Form**
- **Ask them to go to Teams:** (You can only do this when you are on an EPISD Campus)
  - Go to teams - <https://teams.episd.org/common/EntryPointSignOnAction.do>
  - Use your email credentials to log in.
  - Go to **“Employee Service Center”**
  - Enter Log in again
  - Go to **“My Time Cards”**
  - Scroll down and view all of your swipes (visits) by date
  - Check for any errors weekly.
- Swiping In Procedure for our Tutors
  - Press F3
  - Swipe your Employee Badge
  - Enter your Function Code: \_\_\_\_\_
  - Press “ENT”
- SwipingOut Procedure for our Tutors
  - Press **Out**
  - Swipe your Employee Badge
  - No code needed for swiping out





## ***Important reminders***

1. ***Keep great records!*** We want to continue this outstanding program!
2. ***Tutors must know the correct pay code.*** If they do not know their code have them contact Mr. Saenz.
3. ***Communicate with your tutors.*** They will let you know specific times to visit the students and get the most out of your tutoring hours.
4. ***Tutors Stay below 19 hours a week.*** Do not let yourself be scheduled for more than 19 hours a week.
5. ***After the Fact Forms - due one week after any swipe issue.***
  1. ***"After the Fact" forms are due the following Monday before noon of the week ending.***
    1. ***Fine Arts Address 4864 Doniphan Dr., El Paso, TX 79922***
  2. Important Forms can be downloaded off of our website -
    1. Link: ***<https://episdinstrumentalmusic.weebly.com/episid-tutoring-project.html>***
6. Please visit our website for the most up to date information on our tutoring program.
  1. ***<https://episdinstrumentalmusic.weebly.com/episid-tutoring-project.html>***
7. ***Thank you for doing this.*** You are making an impact on the quality of student's fine arts education. You are providing a valuable service that will make a lasting impact on our students!!