



Montcalm Area Reading Council



Learning Coach Handbook



Montcalm Area Reading Council

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Welcome

Thank you for your interest in volunteering with the **Montcalm Area Reading Council**. MARC is a community-based, Michigan non-profit organization providing literacy education, supported entirely by volunteers, public contributions, grants, and bequests. The Board of Directors is elected from the general membership; it contracts with the Executive Director for leadership services. The Executive Director trains and oversees volunteer tutors and matches them with MARC students. The Executive Director relays learning coach and student concerns, successes, and needs to the Board, which in turn provides direction and material support for the literacy programs. The Board appreciates the volunteers who make MARC success possible.



Literacy programs help produce positive outcomes. One of the best ways to ensure children become successful in school is to address the literacy needs of the adults in their lives. When parents engage in adult literacy programs they pass on the idea to their children that education is valuable. More literate parents become better advocates for their families and develop a belief they can have a positive impact on their children's educational success. They set higher goals for their children and commit to achieving them together.

MARC welcomes volunteer learning coaches and students from all walks of life. MARC is an affirmative action, equal opportunity institution.

Purpose

MARC is dedicated to the principle that all people should be functionally literate.

MARC, through dedicated volunteers, community partners and resources, provides free literacy education to benefit the greater Montcalm area. MARC ensures all people have the opportunity to learn to read, write, speak in English, and compute and solve problems proficiently to achieve one's goals, develop one's knowledge, and reach one's full potential.





Steps for Becoming a Learner:

- Contact MARC Director to register and have literacy level assessed.
- Attend first tutoring session with your new learning coach. This will be scheduled by MARC Director.
- Learner and learning coach will schedule future sessions.

Steps for Becoming a Learning Coach:

- Contact MARC Director regarding interest in becoming a learning coach.
- Receive an overview of the program, complete registration form, and sign up for a training.
- Attend required training session (4 hours). Training will cover MARC policies and procedures, documentation, lesson planning, available resources, and teaching techniques.
- Pass the Learning Coach Training Assessment.



What Happens Next?

- Meet with MARC Director and mentor to discuss your first tutoring session with your new learner.
- Attend your first tutoring session with your new learner and mentor. The initial meeting will be set by MARC Director.
- Set up recurring tutoring sessions. This is the responsibility of the learning coach in collaboration with the student, and mentor, if applicable.
- Attend monthly tutor workshops. Attendance at six workshops is required annually.
- Meet with MARC Director periodically to assess student progress, overcome difficulties, and receive advice on plans for further tutoring. It is recommended that the learning coach ask MARC director for advice/additional training when needed
- When comfortable, exchange phone numbers/email with your learner.



Learning Coach Qualifications

- Be at least 18 years of age
- Read and speak English at a 12th grade level or above
- Maintain rules of confidentiality
- Commit to the program for at least 6 months to allow for the team to build trust and make progress
- Submit to a criminal background check

Desired Learning Coach Traits

- Good communication and interpersonal skills
- Ability to encourage and inspire trust
- Sensitivity to different backgrounds and cultures
- Respect for the learner as an adult peer
- Understanding that students learn differently and at different rates
- Patience and flexibility, dependability, and promptness
- Enthusiasm, optimism, and an interest in helping others

Time Commitment

MARC recommends tutors meet at least weekly for one-hour sessions with their students. As a volunteer learning coach, you may occasionally take vacations or breaks, but please make every effort to meet with their students on a regular basis.

Successful learning coaches will:

- Break down complex material into easily understandable components.
- Actively involve adult students in the learning process.
- Tap into the knowledge and experience that adult learners bring to the program.
- Recognize how literacy improve lives, breaks down isolation, and can help people make better decisions.





Learning Coach Policies

- Learning coaches shall maintain confidentiality. Any discussion pertaining to a student should be held privately only with MARC Director.
- Learning coaches shall report any concerns to MARC Director.
- Learning coaches shall report to MARC Director if a student has personal issues that merit a referral to other services. Learning coaches should not become involved in non-literacy issues.
- Learning coaches shall not bring children or guests to the tutoring session.
- Learning coaches shall not proselytize or endorse political candidates. MARC does not endorse any political or religious group.
- Learning coaches and learners shall meet only in mutually agreed upon public places (i.e. library, restaurants, or public parks).
- Learning coaches shall complete required documentation and attend required training sessions.
- Learning coaches shall be dismissed by MARC Director for misrepresenting their qualifications or failing to comply with stated responsibilities or tutor policies.
- Learning coaches will notify the MARC Director if they are no longer able to continue volunteering.

Learning Coaches Responsibilities

- Sign and submit a Volunteer Services Agreement form annually.
- Develop a Student Literacy Plan and document long term and short term goals. (Appendix A)
- Provide documentation of lesson planning and complete the Progress Notes for each tutoring session. Submit Progress Notes to the MARC office. (Appendix A)
- Complete the Tutor Timesheet after every session, including prep time, duration of session, and learner's signature. Submit Learning Coach Timesheets to the MARC office. (Appendix A)
- Assist MARC Director in scheduling student assessments three times a year.
- Attend mandatory training sessions and a minimum of six monthly workshops annually.
- Make every effort to be punctual and attend all scheduled tutoring sessions. If you must cancel, notify your student at





Working with Adult Learners

- Adults enroll in literacy programs for a reason. Identifying goals with clearly defined elements should be one of the first things established between student and learning coach. It is important to remember that goals can and do change.
- Adults have life experiences that can be called forth to aid literacy instruction.
- Adults learn best when treated as peers.
- Coaches should actively involve adult students in the learning process. It is necessary to get learner's perspectives about what topics to cover and let them work on projects that reflect their interests. It is important that the learner understands how the tutoring sessions will help them reach their goals.
- Learners progress more quickly if they are taught to tie new vocabulary to past and present experiences.
- Learning must be relevant to work and other responsibilities.
- Adult may feel apprehensive or anxious, so give support, reassurance, & praise.



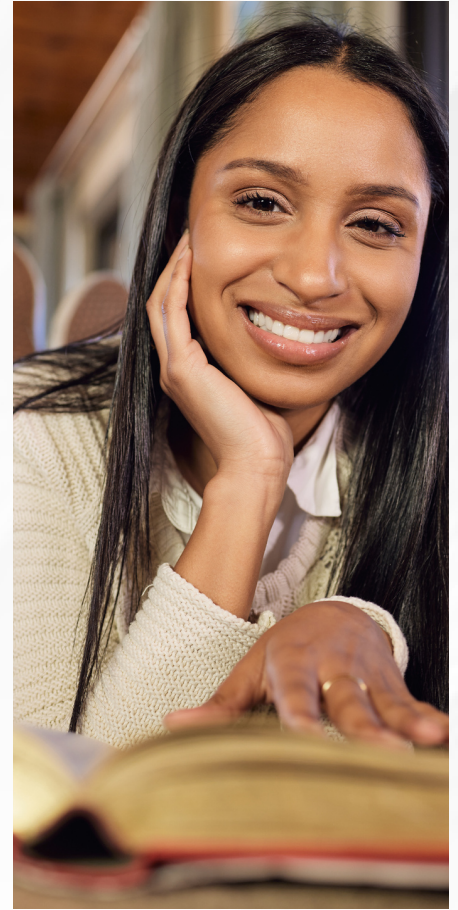
Tips for Effective Tutoring

- Relax and be yourself
- Establish rapport
- Have patience
- Bring a positive attitude to the session
- Share your knowledge and experience
- Be creative and imaginative; vary lesson activities
- Be flexible; have a Plan B
- Be a good listener – at times that is important
- Learn from your student
- Allow learners to discover the answer on their own
- Make corrections gently and be encouraging
- Celebrate all accomplishments



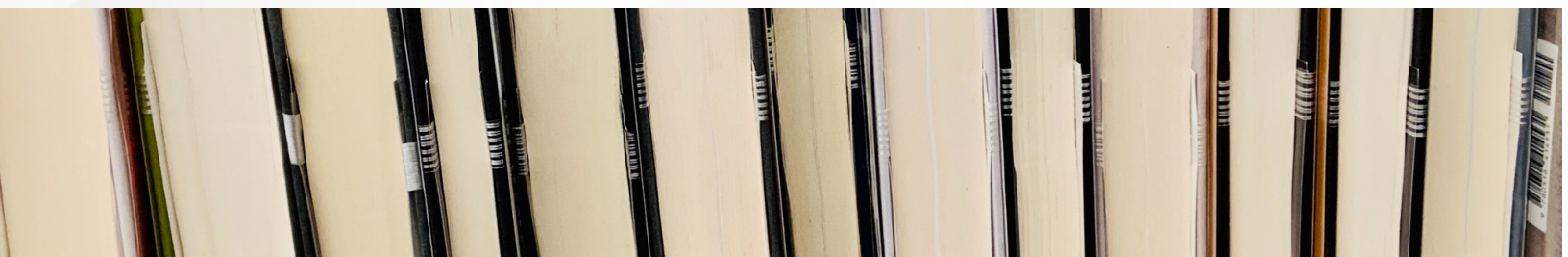
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MARC Learning Coach Mentors

As new learning coaches join MARC, they require guidance. A Tutor Mentor will use their experience and knowledge to guide new tutors and help them be successful.

MARC LC Training Topics

- Developing goals
- Writing lesson plans
- Locating materials
- Utilizing strategies to achieve goals
- Documentation

Learning Coach/Mentor Pairing

- Pairing will be at MARC Director's discretion.

MARC Learning Coach Mentor Expectations

- Assist learning coach in developing long and short-term goals for students
- Assist tutors with development of lesson plans
- Assist learning coaches in locating resources and materials for lessons
- Observe coaching sessions and provide feedback to learning coaches.
- Answer any questions concerning paperwork
- Contact MARC Director with any concerns
- Assist learning coaches until they are confident to continue on their own.





Tutor Digital Resources:

- www.abcteach.com
- Explore teaching materials, free printable worksheets, reading comprehension, SMART Board lessons, and more.
- www.senteacher.org/print/literacy/
- Free literacy worksheets and literacy printables for educators and parents of children with special needs.
- www.teacher.scholastic.com/resources-for-teachers
- Free worksheet downloads and teaching Resources.
- www.lauracandler.com
- Your virtual File Cabinet of free teaching resources! Loads of free printables for teachers, including cooperative learning lessons and active engagement. • www.k12reader.com/reading-resources
- Thousands of free, printable reading and writing worksheets to use in the classroom or at home.
- www.readingresource.net
- Free reading activities for teachers and parents to help with dyslexia, fluency and other reading strategies.
- www.readingrockets.org
- Reading Rockets is a national multimedia project that offers a wealth of research based reading strategies, lessons, and activities designed to help young children. • www.readwritethink.org
- Provides educators and students access to the highest quality practices and resources in reading and language arts instruction.
- www.readworks.org
- ReadWorks is a non-profit organization which gives teachers the research-proven tools and support they need to improve the academic achievement of their students.
- www.mel.org
- The Michigan eLibrary provides all Michigan residents with free access to online full-text articles, full-text books, and digital images. Search to find information on virtually any subject, including GED materials.



Appendix

Progress Notes

Learner Literacy Plan

Learning Coach Time Sheet

Handbook Agreement

Volunteer Release and Waiver of Liability



Progress Notes

Learning Coach Name

Learner name

Objective(s) for the Lesson: *(What should the learner be able to do? What is the purpose of your instruction?)*

Materials Used/Activities:

Learner's progress: *(Did the learner meet the objective(s)? What was the result of your instruction?)*

Date of session _____

Learning

Coach

Learner name _____

Objective(s) for the Lesson: *(What should the learner be able to do? What is the purpose of your instruction?)*

Materials Used/Activities:

Learner's progress: *(Did the learner meet the objective(s)? What was the result of your instruction?)*

Date of session _____



Learner Literacy Plan

Coach name _____

Learner name _____

List your long-term goal(s) for the learner:

List your short-term goal(s) for the learner



Learning Coach Time Sheet

Date _____

Learning Coach _____

Phone number _____

Learner signature _____

Phone number _____

Date	Learner Initial	Beginning Time	Ending Time	Hours Tutored	Prep Time	Total Hours
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Record and submit time sheets after each session!

15 minutes = .25

30 minutes = .50

45 minutes = .75

60 minutes (1 hr) = 1.00

Director's signature _____

Date _____



By signing this form, you acknowledge that you have read, understand, and will abide by the:
Montcalm Area Reading Council Learning Coach Handbook.

Printed Name _____

Signed Name _____

Date _____

Witness _____

Date _____



Volunteer Release and Waiver of Liability

This Release and Waiver of Liability (the "release") executed on _____ (date) by _____ ("Volunteer") releases the Montcalm Area Reading Council (MARC), a nonprofit corporation organized and existing under the laws of the State of Michigan and each of its directors, officers, and agents, from any claim of liability. The Volunteer desires to provide volunteer services for MARC and engage in activities related to serving as a volunteer. Volunteer understands the scope of the Volunteer's relationship with MARC is limited to a volunteer position and that no compensation is expected in return for services provided by Volunteer; that MARC will not provide any benefits traditionally associated with employment to Volunteer; and that Volunteer is responsible for his/her own insurance coverage in the event of personal injury or illness as a result of Volunteer's services to MARC.

1. Waiver and Release: I, the Volunteer, release and forever discharge and hold harmless MARC and its successors and assigns from any and all liability, claims and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services I provide to MARC. I understand and acknowledge that this release discharges MARC from any liability or claim that I may have against MARC with respect to bodily harm, personal injury, illness, death, or property damage that may result from the services I provide to MARC or while I am providing volunteer services.
 2. Insurance: Further, I understand that MARC does not assume any responsibility for or obligation to provide me with financial or other assistance, including to but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability on the part of MARC beyond what may be offered freely by MARC in the event of injury or medical expenses incurred by me.
 3. Medical treatment: I hereby release and forever discharge MARC from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a volunteer with MARC.
 4. Assumption of Risk: I understand that the services I provide to MARC may include activities that may be hazardous to me. As a volunteer, I hereby expressly assume risk of injury or harm from these activities and release MARC from all liability.
 5. Photographic Release: I grant and convey to MARC all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by MARC in connection with my providing volunteer services to MARC.
 6. Other: As a volunteer, I expressly agree that this release is intended to be used as broad and inclusive as permitted by the laws of the State of Michigan and that this release shall be governed by and interpreted in accordance with the laws of the State of Michigan. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this release shall not be affected.
- By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

Signature (or parent/guardian if under 18)

Date