



STATE OF GEORGIA
Division of Family and Children Services

Nathan Deal
Governor

Bobby D. Cagle
Director

EPAC Education Specialist Expectations

You are about to embark on an exciting and rewarding opportunity as a tutor. We hope your experience will have a memorable and sustaining impact on both you and the foster child(ren) and youth you service.

Tutoring is both an honor and a responsibility, and the expectations are that each ESS will accept the responsibilities of the position in a professional manner. Because consistency and dependability play a critical role in the effective delivery of tutoring, all tutors participating in the EPAC Program must adhere to agreed upon practices and ethical guidelines spelled out in the Contract.

Expectations for Tutors

1. To help students in foster care gain confidence in themselves and to promote their independent learning.
2. To respect students, including their ability levels, cultural differences, and learning styles.
3. To arrive punctually for all appointments, both as courtesy and as an example.
4. To maintain confidentiality at all times with students information: grades, personal problems, and placement.
5. To communicate with your supervisor (Education Support Monitor) when job-related concerns surface such as any EPAC forms, problems with payroll, and issues that may come up in the field. All job related issues should be addressed with your ESM. **If at any time your ESM can not resolve a problem; it is the responsibility of the ESM to consult with his or her Supervisor at the State Office.**
6. The ES is to maintain accurate records and to document each session. All accountability forms and invoices must reflect the actual time spent tutoring and/or assessment completed.
7. All ES's must be committed to enhancing the educational skills of students in the custody, care or oversight of Georgia DFCS.
8. Keep the lines of communication open. In order to ensure an effective program and to provide support services to both you and the students you tutor, you must communicate your concerns and/or problems that may arise in the field. If certain situations arise that you are not sure how to handle, contact your ESM immediately for advice. Do not make a decision if you are not sure of the outcome.

I, _____, do agree to the above expectations in my work as an EPAC tutor, and I know that violation of these expectations could jeopardize my contact with EPAC.

Signature: _____ **Date:** _____