



**STATE OF GEORGIA**  
**Division of Family and Children Services**  
**Community Programs Unit**  
**Educational Programming, Assessment and Consultation (EPAC)**

## **Educational Specialist Orientation**

### **Tutoring Best Practices**

- ✓ Prepare for each tutoring session with an adequate amount of material to present to the student in the allotted time.
- ✓ **HAVE A PREPARED LESSON EACH WEEK!!!**
- ✓ Do **NOT** tutor at your home, DFCS office or in a bedroom at the foster home.
- ✓ Tutor at the library if possible.
- ✓ If tutoring at the local library, encourage the student to obtain a library card and check out books.
- ✓ Tutor in a quiet place (insist on it!).
- ✓ Do **NOT** use tutoring sessions solely as homework help. Homework help is optional if it supplements the lesson plans targeted to strengthen deficiencies in math and reading.
- ✓ Give foster parent(s) “homework” to work on with the student – an activity or fun project that will help with the lessons you are providing.
- ✓ Use manipulatives whenever possible.
- ✓ Be on time for every session. Foster families have a lot of people in and out of their doors and they need people to be on time in order to keep their schedules flowing smoothly.
- ✓ Call ahead to confirm each session. Some foster parents are more organized than others and this simple call will reduce or eliminate no shows.
- ✓ Do **NOT** transport a student in your personal vehicle under any circumstance.
- ✓ Remain professional at all times.
- ✓ Contact your ESM immediately with concerns or issues regarding tutoring sessions.