

Star Learning Center Tutor General Orientation

Important Things to Know

DO NOT exchange your cell phone number or email address with your student or any member of your student's family. We need to protect everyone's privacy!

1. Getting Ready for Tutoring

- Before your orientation, you will receive an email with the link to **your student's file**:
 - Your student's file is a Google folder with: your student's online pink sheet for taking notes; the Session Planning Sheet with specific skills to work on and resources to use; and, a Vocabulary List.
- *Please bookmark the Google folder on your device where you can easily find it each week!*

2. The First Day of Tutoring

- Join the Star Tutoring Session using the Zoom meeting invitation that you received by email. **You will use that same link every week!** If you can't find it, check the **Star Portal**.
- Open your student's Google folder and have the online pink sheet ready.
- Reminder: everyone else can see and hear you when you are in the Main Session.
- Look at your student's **Session Planning Sheet** for resources and websites--especially if they don't have homework.

3. Things to Remember During Your Session

- Make sure to take breaks--your student might need to move around or get a drink. Online games are fine (no more than 10 minutes), as are appropriate videos or reading to your student.
- If **anything** comes up while you are working together in your Breakout Room and you want our help, please use the "**Ask for Help**" icon. Call us in for a computer issue, a schoolwork question, moral support, or to show us something your student is proud of and wants to share.

4. If You Get Sick or Have an Emergency

- CALL OR TEXT US ASAP, day or night! Noah's phone number is (929) 244-9942. If you do not hear back from them, please call or text any other staff member until you reach someone. Our contact information appears below and is also on the Star Portal.

5. If You Have a Scheduling Conflict

- Fill in the online **Schedule Change Request form**: <https://forms.gle/6brkStxmxBboUtog9> as soon as you know. The link is on the upper right corner of your student's pink sheet, and on the Star Portal. If you offer a make-up day, the new day is not confirmed until you hear back from one of us. If you need help in filling out this form, contact Brian at 914-294-5149.

***Please ask us if you have any questions—all questions are welcome!
We look forward to having you tutor with us.***

CONTACT INFORMATION FOR TUTORS

Staff:

Monica Enciso, Director: menciso@goddard.org, (929) 277-8158

Noel Kanalley, Volunteer Coordinator: nkanalley@goddard.org, (929) 724-4179

Brian Barry, Education and Outreach Coordinator: bbarry@goddard.org, (914) 294-5149

Michelle Suarez, Educational Specialist: msuarez@goddard.org, (718) 208-4764

Noah Wharton, Administrative Assistant: nwharton@goddard.org, (929) 244-9942

Office Phone Number for In-Person Days: 212-799-2369

(As soon as you hear the recorded voice, please press 0 for the general office number. If you need to reach a specific staff member, please dial their extension as indicated below)

Extensions:

4700 – Noah Wharton

4701 – Noel Kanalley

4702 – Monica Enciso

4703 – Brian Barry

4704 – Michelle Suarez

Tutoring Hours (School Year):

Mondays (**Remote**): 4:30-7:00 pm

Tuesdays (**Remote**): 4:30-6:30 pm

Wednesdays (**In-Person**): 3:30-6:30 pm

Thursdays (**In-Person**): 3:30-6:00 pm

Fridays (**In-Person**): 3:30-6:00 pm

*We are remote on Monday and Tuesday and in the office Wednesday, Thursday, and Friday. Please use our google voice numbers on remote days and the office number on in-person days. Please also note that only the google voice numbers can receive texts.