

Star Learning Center Tutor General Orientation

Important Things to Know

DO NOT share your cell phone number or email with your student or their family. This helps protect everyone's privacy.

1. Getting Ready for Tutoring

Before your orientation, you'll get an email with a link to your student's Google folder. This folder includes everything you'll need for tutoring:

- Online Pink Sheet – where you'll take notes after each session
- Session Planning Sheet – with skills to focus on and helpful resources
- Vocabulary List – key words your student is working on

**Please bookmark the Google folder on your device where you can easily find it each week!*

2. The First Day of Tutoring

Use the **Zoom link sent to your email** to join the session..

You'll use **the same link every week**. If you can't find it, check the **Star Portal**.

Before your session starts:

- Open your student's **Google folder**
- Have the **Online Pink Sheet** ready to take notes

Reminder: In the **Main Room**, everyone can see and hear you. Be mindful of your surroundings.

If your student doesn't have homework, check their **Session Planning Sheet** for **resources and websites** to use during tutoring.

3. Things to Remember During Your Session

Make sure to **take short breaks** if your student needs to move around or get a drink. **Online games are okay for up to 10 minutes**, as well as watching appropriate videos or reading to your student.

If you need help while working in your Breakout Room, click the **"Ask for Help"** icon.

You can call us in for:

- A tech issue
- A schoolwork question
- Some extra support
- Or if your student wants to **share something they're proud of**

4. If You Get Sick or Have an Emergency

Call or text us ASAP, any time, day, or night. **Joel's number is (929) 458-0836**.

If you don't hear back from Joel, **contact another staff member until you reach someone**.

Staff contact information is **listed below and also on the Star Portal**.

5. If You Have a Scheduling Conflict

Fill out the **Schedule Change Request form** as soon as you know:

<https://forms.gle/6brkStxmxBboUtog9>. The link is also in the **top right corner of your student's Pink Sheet** and on the **Star Portal**. If you offer a make-up day, it is **not confirmed** until you hear back from a staff member. Need help with the form? **Contact Joel**.

CONTACT INFORMATION FOR TUTORS

Office Phone Number for In-Person Days:

212-799-2369

Press 0 for the general office number.

For a specific staff member, follow the instructions on the voice greeting.

Staff

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

Joel Berrios, Volunteer Coordinator: jberrios@goddard.org, (929) 458-0836

Michelle Suarez, Educational Specialist: msuarez@goddard.org, (929) 458-0839

Madeline Wayne, Education and Outreach Specialist: mwayne@goddard.org, (929) 458-0838

Sherlyn Mercado, Administrative Assistant: smercado@goddard.org, (929) 458-0835

Tutoring Hours

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

Tuesdays (**In-Person**): 4:00-6:30 pm

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

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

Fridays (**Remote**): 4:00-6:00 pm

**** We are remote on Monday and Friday and in the office on Tuesday, Wednesday, and Thursday. Please note that the *office phone number can't receive texts*. ****

Connect with us!

	Facebook:	@GoddardRiverside
	Bluesky:	@goddardriverside.bsky.social
	Instagram:	@goddardriverside