



**Supplementation Education Services  
Tutoring Opportunities  
2010-2011 School Year**

**Background**

Part of the federal No Child Left Behind Act (NCLBA) reauthorization of the Elementary and Secondary Education Act (ESEA) of 2002 requires the Ohio Department of Education to develop and maintain an updated list of approved providers of supplemental educational services (SES)[Section 1116©(e)(4)©].

SES are defined as tutoring or other supplemental academic enrichment services in language arts/reading and mathematics that are provided beyond the normal school day and are of high quality, research based and specifically designed to increase academic achievement.

Any school building that is in its second year of school improvement [schools that have not met adequate yearly progress (AYP) for three years] or are in corrective action or identified for restructuring, shall arrange for the provision of SES. Students from poverty/low-income families are eligible for SES, if they attend and remain in schools that are in their second year of school improvement.

Providers are selected annually by the parents in cooperation with the school district of residence from a list of providers approved for that purpose by the SEA [Section 1116(e)(1)].

**Opportunity (Please note: current ESC employees are not eligible to apply)**

**The Educational Service Center (ESC) of Cuyahoga County** is an ODE approved provider of Supplemental Education Services (SES) that districts can include on the listing of providers given to families. For those families that chose the ESC as a provider, the ESC will work with the district coordinator to get student information, provide tutors and materials, and keep ongoing records to student progress to be shared with parents and teachers. Families must work through their school district process to request SES services.

We are currently in the process of accepting applications from **certified teachers** who wish to be considered as a tutor for SES through the ESC for the 2010-2011 school year. We will also be accepting applications on an ongoing basis to add to our list of potential tutors as new schools or new students are enrolled either later this year or in subsequent school years. While parents have until February to request tutoring for their child, most students are enrolled and assigned during October and November.

The ESC is currently developing contracts with several districts in Cuyahoga County. This does not necessarily guarantee a certain number of students from any district; this simply indicates that we are one of the providers parents may select from. It is also still possible to have other districts contract with the ESC for services as the school year continues.

**Please indicate which regions you would be willing to serve in your application to assist in tutoring assignments.** Please indicate **all** regions you would be willing to serve (even if there are not current ESC contracts with districts in those regions). This will aid in future planning.

You may be assigned to tutor student individually or in small groups (not more than 5) depending on the number of available tutors and number of enrolled students from any given district. Tutoring sessions for one individual or one group will be 2 hours per week (either one 2-hour session or two 1-hour sessions). **Tutor reimbursement will be \$30 per student per hour or \$40 per small group per hour.** There will be no mileage reimbursement and no fringe benefits. The tutor's contract will be developed as a consulting contract.

Mutually agreeable times and days will be arranged between the tutor and the family. Tutoring must be done either in a public library or community center and must be before or after school hours or on weekends. As we will remind our families, this tutoring will be supplemental and, while partially guided by classroom content, will not be used to help the student complete homework. Tutoring will continue through the school year until district allocation of funds runs out per student (approximately the beginning of May).

**Please complete the ODE application process required documentation (see the attached application) by August 15<sup>th</sup>, 2010.** Once I have that documentation, I will schedule interviews at the ESC of Cuyahoga County with selected applicants. Those selected from the interview process will be added to the list of available tutors to match up to school districts once we enter into an official contract with the district and are forwarded information on students and families selecting the ESC to provide tutoring services.

To provide high quality services for parents and school districts we serve, there are procedure and paperwork requirements as a component of our ongoing communications with district administration, classroom teachers and families. To help tutors familiarize themselves with these procedures, there will be a mandatory training session in September for all contracted 2010-2011 tutors. Information will be forwarded to tutors once contracts are established.

I hope you will take the time to complete the attached SES tutoring application. I look forward to including your expertise in working with students to continue to offer high-quality services to schools, students and families in our region.

If you have any questions, please do not hesitate to contact me.

Jennifer Dodd  
Research and Development Specialist  
Educational Service Center of Cuyahoga County  
5811 Canal Rd.  
Valley View, OH 44125  
216-901-4240 (phone)  
216-524-3683 (fax)  
[Jennifer.dodd@esc-cc.org](mailto:Jennifer.dodd@esc-cc.org)



Educational Service Center  
of Cuyahoga County

<b>Supplemental Education Services Tutoring Application</b>
---

**IMPORTANT – Please attach to this application:**

- A copy of your **CURRENT** teaching certificate
- An Ohio background record check (BCI) certificate dated within 1 year
- An FBI background check dated within 1 year

Name: \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_

Street: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_ Cell number: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Teaching Field(s): \_\_\_\_\_

University/College Degrees Held: \_\_\_\_\_

Certificates Held: \_\_\_\_\_

**Please indicate in what region(s) you would be willing to provide service:**

\_\_\_ West Side

\_\_\_ Lorain County

\_\_\_ East Side

\_\_\_ Summit County

\_\_\_ South Side

\_\_\_ Lake County

**Previous school district employers:**

District: \_\_\_\_\_ Last day of service: \_\_\_\_\_

Reference: \_\_\_\_\_

District: \_\_\_\_\_ Last day of service: \_\_\_\_\_

Reference: \_\_\_\_\_

District: \_\_\_\_\_ Last day of service: \_\_\_\_\_

Reference: \_\_\_\_\_

**If you have never been employed as a teacher, list other employers.**

Employer: \_\_\_\_\_ Last day of service: \_\_\_\_\_

Reference: \_\_\_\_\_

Employer: \_\_\_\_\_ Last day of service: \_\_\_\_\_

Reference: \_\_\_\_\_

Have you ever been convicted of or entered a plea of guilty or no contest to felony and/or misdemeanor, other than I minor traffic violation? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please fax this application and required documentation by August 15<sup>th</sup>, 2010 to Jennifer Dodd at 216-524-3683. You will not be eligible to interview for this position until all documentation is submitted. Finally, please note that submission of an application and documentation or interview does not guarantee assignment. Assignments will depend on information in the application submitted, the outcome of the interview and the number of families requesting tutoring through the ESC of Cuyahoga County.**