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PCI Mission Statement

The SDSU Pre-College Institute (PCI) promotes college access and completion for underserved students, implements innovative programs to enhance excellence in teaching and learning in multicultural settings, and studies their outcomes. Founded in 1983, by our Executive Director Dr. Cynthia Park, PCI provides an invaluable service to our communities’ multicultural low-income, underrepresented, and underserved students. Our goal at PCI is to extend an invitation to life to our students, and to support them as they make their way through the K-career pipeline. Using multiple grants and sources of funding, PCI has implemented a variety of ongoing programs and initiatives to achieve that mission.

Pathways Service Learning Tutoring provides in-class and after-school support in math, science, AVID, English, and reading in 27 partner schools. Tutors build community, earn course credit, and give back. We have paid federal work-study (America Counts & America Reads), limited paid and volunteer positions available each semester.
Contact Information

Pathways Staff

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Human Resources

SAN DIEGO STATE
HUMAN RESOURCES
Federal Work-Study Tutors

Contact Info.
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Email: chr@sdsu.edu
W: bfa.sdsu.edu/hr

Location
Extended Studies Center, 4th Floor

RESEARCH FOUNDATION
HUMAN RESOURCES
Project/Grant Funded Tutors
Volunteers

Contact Info.
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Location
Gateway Center Building, 4th Floor
Tutor Compensation

A comprehensive list of compensated activities for paid tutors.

1. Tutoring
2. All Tutor Meetings
3. Grade-Level Meetings
4. School-Site Meetings
5. GroupMe
6. Modules
7. Livescan (disbursement)
8. Coaching Conversations
9. Evaluations
Service-Learning Tutor Job Description

POSITION DESCRIPTION:
- Under the supervision of the PCI Director of Service Learning and Tutor Specialist Pathways Service Learning Tutors engage in high impact practices, maintain a standard of professional excellence, and represent the SDSU community.
- Under the direction of a credentialed teacher or certificated staff, provide in-person and/or virtual tutoring to students in partner elementary, middle and high schools
  - Subjects: Math, Science, English, literacy, and/or Social Studies
- Assist students in improving academic achievement by utilizing academic language, asking questions, reviewing class materials, discussing the text, predicting test questions, formulating ideas for papers, or working on solutions to problems
- Tutors are not expected to know everything about the subject for which they tutor; tutors should instruct students using the teacher’s methods. Tutoring is supplemental
- Engage in coaching to set goals and reflect on progress towards goals
- Gain Early Fieldwork Experience (EFE) or pre-service hours for teaching credential program

RESPONSIBILITIES:
- Complete required tutor training
- Be punctual for all scheduled tutoring sessions and tutor meetings
- Complete agreed weekly hours set by Pathways Office and Partner Teacher(s)
- Follow classroom rules and instructions from the assigned K-12 Partner Teacher(s)
- Check SDSU email and phone messages on a daily basis to keep up to date with program needs and reply within 72 hours
- Update tutor log after each tutoring session
- If applicable, complete the timesheet on PeopleSoft or Workforce after each tutoring session; review and submit the timesheet on time
- Self-evaluate your work as a tutor and request teacher evaluations on time
- Collaborate with partner teacher to obtain complete roster, send student evaluation, and gather Student Data Forms (SDF) if requested.
- Notify the Pathways Office and your Partner Teacher(s) if you will be late or need to miss a session
- Follow all program procedures and school site policy
- Be professional and remember you are a role model

QUALIFICATIONS:
- Be enrolled at San Diego State University
- Hold a G.P.A. of 2.5 or higher, hold a B average in subjects interested in tutoring
- Have a strong desire to work with children and help them achieve academic success
- Excellent communication and time management skills
- Problem-solving and anticipatory skills
- Desire to learn and serve the community
- Desire to experience service-learning program
Pathways Expectations
Pathways Service-Learning Tutoring Program expects its tutors to adhere to the following expectations:

The professional tutor is a responsible role model to pre-college students. The professional tutor will follow classroom and school policies. A professional employee uses appropriate professional language when interacting with students and partner teachers.

The professional tutor builds respectful relationships with students by taking the time to get to know the students. The professional tutor asks questions and shows appreciation for the students’ background and interests.

The professional tutor explains and models content by thinking about the best way to present information to the students to ensure their understanding. The professional tutor recognizes the difference between the need to offer a simple explanation and the need to model the content to make the thinking explicit.

The professional tutor elicits and interprets student thinking by asking open-ended questions and listening attentively. Based on what the students share, the professional tutor asks additional questions to guide the students’ thinking.

The professional tutor familiarizes themselves with the school campus. The professional tutor introduces themselves to the administrative staff and the partner teacher(s). The professional tutor signs in and out using the Tutor Binder when they arrive and leave campus to ensure accurate documentation. The professional tutor follows school procedures.

The professional tutor follows the dress code policies of the school and those outlined by the Pathways Office.
The professional tutor will report issues of safety to the partner teacher immediately and the Pathways Office.
The professional tutor understands that they are legally not allowed to be left alone with students in a K-12 setting.

The professional tutor does not accept or initiate friend requests with students on social media.

The professional tutor keeps their cell phone on silent and stored away during tutoring shifts. If the Pathways Office receives feedback that a tutor has been using their cellphone during a tutoring shift, that tutor will be placed on probation.

The professional tutor arrives on time for their scheduled tutoring shift and will notify partner teacher(s) and the Pathways Office if running late.

The professional tutor follows appropriate procedures when needing to call out of work for illness or other reasons. The professional tutor will contact the Pathways Office and my partner teacher(s) prior to their shift about their absence. The professional tutor will give as much advance notice as possible.

The professional tutor will respond to any questions or requests via phone or email from anyone in the Pathways Office within two business days.

The professional tutor records their tutoring hours in an accurate manner by updating the Tutor Log. The professional employee will fill out Tutor Log after each tutoring session. This will include taking appropriate breaks and a 30-minute lunch if working over five hours. Timesheets are due at the end of the month.

The professional tutor collects required data for the service-learning program and turns data in by designated deadlines.

The professional tutor holds confidential any information to which they are granted access within the organization. This includes personal student data collected for program purposes.

All tutors start as volunteers in our program. Work-Study eligible tutors will be paid once SDSU HR pre-boarding paperwork is complete. This is sent to a tutor’s SDSU email.
Partnered School-Sites

Elementary Schools

Carver Elementary School  Euclid Elementary School

Marshall Elementary School  Rosa Parks Elementary School

DODEA Operation STEM Discovery (OSD) Elementary

Angier Elementary School  Chesterton Elementary School  Kate Sessions Elementary School

Dewey Elementary School  Jones Elementary School  Mason Elementary School
Middle Schools

Taft Middle School
Wilson Middle School
LemonGrove Academy Middle School
O'Farrell Middle School
Horace Mann Middle School
Bell Middle School
Monroe Clark Middle School

High Schools

Canyon Hills High School
Castle Park High School
Crawford High School
Morse High School
Hoover High School
Lincoln High School
Montgomery High School
O'Farrell High School
Southwest High School
San Diego High School

2021-2022