Checklist for Onboarding Tutors

☐ **Schedule time to meet with tutors** before the tutoring program begins, and send them an invite. We recommend meeting with your tutoring team at least two weeks prior to the start of the program.

☐ **Assign tutors** to tutoring groups prior to meeting with them. This will allow more time for tutors to understand their students and their data and make plans during their onboarding sessions.

☐ **Create agenda(s) for tutoring onboarding meeting(s).** Onboarding tutors may span more than one session. Consider including the following in your agenda(s):

- Share **tutoring groups** and **relevant student data**.
- Share the **tutoring schedule(s)** and options for how time can be spent.
- Show tutors the **space** they will be using.
- Share best practices for **building relationships** and **engaging students**.
- Provide time for tutors to **plan routines and agendas** to ensure instructional time is maximized. Give feedback on routines and pacing plan.
- Share *i-Ready* **instructional resources**, how to access them, and how to use them.
- Explain **ongoing support plan**.
- **Ensure tutors and support staff have the right information and resources** to provide accommodations for those students who need it.

☐ **Establish a plan** to follow up with tutors after onboarding to support their planning and progress.

i-Ready