Becoming a RITE Tutor

The E. Desmond Lee Regional Institute of Tutorial Education (RITE) hires tutors to work in classrooms. AVID tutors help students in the academic middle (2.0–3.4 GPA) prepare for college. You may learn about AVID by visiting www.avid.org and reviewing the following links:

“About” and “Blog & Media”/“Video”

RITE tutors help remediate students in the core areas: grades K-12. All of the tutoring takes place away from the UMSL campus. Tutors work in classrooms within St. Louis Public Schools and UMSL-sponsored charter schools. They also serve in the Riverview Gardens and Normandy School Districts.

Because the application process and training are lengthy, it is important that a prospective tutor have a clear understanding of the program, requirements and responsibilities of the job before engaging in the hiring process.

Please read the information outlined below and on the second page: “Becoming a Tutor—Part 2.”

Requirements:

1. Be a current college student or a college graduate.
2. Have a 2.5 GPA (verified by transcript).
3. Be proficient in core subjects and able to demonstrate writing or math competency.
4. Have reliable transportation.
5. Be available to work at least one school semester.

Responsibilities:

1. Be there on time and on a regular basis; notify teacher in advance of an absence (24-48 hrs).
2. Turn in signed tutorial logs on time.
3. Follow the teachers’ routines and expectations.
4. Adhere to district/site policies and procedures.
5. Adhere to the RITE’s policies and procedures as outlined in monthly notes.
Becoming a RITE Tutor–Part 2

1. **Visit**: [coe.umsl.edu/rite](http://coe.umsl.edu/rite) and [avid.org](http://avid.org) to learn about programs. Submit a copy of resume & transcript (2.5 GPA required) to Linda Bell: BellLin@umsl.edu
   You will be contacted for a phone conference and about availability.

2. **Apply**: Applicant should call RITE office (314-516-7268) to make an appointment for an interview.
   RITE office location: 208 Marillac Hall, UMSL South Campus

3. Applicant will be interviewed and required to complete a brief writing segment.

4. **Schedule**: Applicant and Mrs. Bell review tutoring class schedule to select school and class assignment(s).

5. Applicant who is successful will receive a letter offering a tutoring job, conditional upon passing the required background check.

6. Applicant completes necessary forms, some of which are online. The following documents are needed for those who are hired: Social Security Card and government-issued photo ID (such as unexpired driver’s license). Application process takes 3-4 weeks.

7. **Tutorial training** is conducted by RITE. Tutors are paid for training time.

8. Successful applicant will be notified, via e-mail from the RITE office, about the date to begin working.