Tutor Readiness Assessment Checklist for Educators

Use this checklist to evaluate whether tutoring candidates—and your program—are ready for high-impact academic success.

PROGRAM PLANNING & STRUCTURE

- [ ] A defined tutoring schedule is finalized (daily/weekly sessions).
- [ ] Tutoring sessions are integrated into the school day or offered with flexible time slots (before/after school).
- [ ] The tutoring model is designed for quarterly review and adjustment.
- [ ] Remote tutoring options are considered to expand the applicant pool.

RECRUITMENT CHANNELS & SOURCING

- [ ] Active listings are posted on Handshake (for college students/recent grads).
- [ ] Job postings are live on platforms like Indeed (for experienced professionals).
- [ ] Outreach includes untapped pipelines such as military spouses or retirees.
- [ ] Recruitment messaging highlights flexibility, mission-driven work, and development opportunities.

CANDIDATE READINESS & EVALUATION

- [ ] Mission alignment – The candidate expresses passion for educational equity and student growth.
- [ ] Resilience & adaptability – They've overcome challenges or supported others through change.
- [ ] Self-awareness – They can speak to their strengths, areas for growth, and what students need.
- [ ] Collaboration skills – They're comfortable working with teachers, administrators, and students.
- [ ] Cultural competency – They respect student differences and show empathy.
- [ ] Math-specific roles – The candidate demonstrates verified subject-matter proficiency.

ONBOARDING & BACKGROUND CHECK PREPAREDNESS

- ☐ Candidate is aware of the district's background check process and timelines.
- ☐ You have a separate, streamlined onboarding process for tutors (vs. full-time teachers).
- ☐ You've clearly communicated the onboarding expectations and required paperwork.

SCHOOL READINESS & SUPPORT SYSTEMS

- ☐ Tutors will receive training in classroom management and social-emotional learning.
- ☐ Staff (especially teachers) understand the tutoring program and welcome tutor involvement.
- ☐ Tutors are coached on how to guide student thinking rather than provide answers.
- ☐ There is a clear line of communication between tutors, teachers, and school leaders.
- ☐ Tutor feedback is collected and used to continuously improve the program.

FOR SCALING UP

- ☐ You have a dedicated recruitment and onboarding team.
- ☐ Workforce planning includes proactive hiring cycles and pipeline management.
- ☐ You're prepared to support tutors from diverse backgrounds, including those unfamiliar with the U.S. education system.

TIP:

Use this checklist when interviewing or onboarding tutors—
and revisit it each quarter to ensure your team stays aligned
with high-impact practices.