

## Developing a Tutor Selection Strategy

**Purpose:** This tool helps school districts design a transparent, equitable, and effective strategy for selecting tutors. By defining key qualities, establishing selection criteria, and incorporating inclusive practices, districts can recruit a diverse and skilled tutor workforce that aligns with district-specific needs and values.

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### Step 1 | Build a Transparent Selection Process

- **Step-by-Step Process**
    - **Application Screening:** Review for baseline qualifications and alignment with program goals.
    - **Content Knowledge Assessment:** Evaluate understanding of subject matter (if applicable).
    - **Behavioral Interview:** Assess communication, relationship-building, and problem-solving skills.
    - **Reference Checks:** Use structured questions to verify experience and gather insights on candidates' strengths and areas for growth.
    - **Demo Session with Students:** Observe candidates in action using a standardized set of demo questions to evaluate instructional approach, adaptability, and student engagement.
  - **Use Scoring Rubrics**
    - Standardize evaluations at each stage to ensure fairness and transparency.
    - Provide clear criteria for assessing responses in interviews, references, and demo sessions.
  - **Track Progress**
    - Monitor demographic data of applicants and hires to assess alignment with district diversity goals.
    - Identify trends and adjust recruitment strategies to improve equity and representation.
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### Step 2 | Define Selection Criteria

- **Identify Essential Qualities for Tutors**
  - **Knowledge:** Baseline understanding of content relevant to tutoring areas (e.g., literacy, math) and familiarity with the district's student demographics (e.g., multilingual learners, students with disabilities).
  - **Skills:** Strong communication, relationship-building, and supporting student engagement.

- **Mindsets:** Belief in the potential of all students, openness to feedback, and commitment to culturally responsive practices.
  - **Determine What to Select for vs. What to Train for**
    - **Select for:** Foundational mindsets, equity-focused attitudes, community-specific competencies, and advanced subject-matter knowledge when required (e.g., high-level math).
    - **Train for:** Pedagogical techniques, subject-matter knowledge, and local school context.
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### Step 3 | Develop Observable Indicators

- **Create Measurable Behaviors Tied to Tutor Qualities**
    - Example: **Adaptability** → "Demonstrates calm, confident responses to hypothetical classroom scenarios."
    - Example: **Equity-mindedness** → "Articulates understanding of cultural differences and demonstrates strategies to support diverse learners."
  - **Include Negative Indicators**
    - Example: "Fails to provide accurate responses during content assessments" or "Displays dismissive attitudes during interviews."
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### Step 4 | Design a District-Specific Application Process

- **Simplify and Streamline the Process**
  - Develop a single platform for applications, ensuring clear instructions and deadlines.
  - Include clear **eligibility criteria** tied to the district's goals (e.g., minimum education level, prior experience with students).
- **Incorporate Diverse Evaluation Methods**
  - **Application Form:** Tailored questions on experience, beliefs, and alignment with district values.
  - **Content Assessments:** Evaluate subject-matter knowledge for specific grade levels or intervention areas.
  - **Behavioral Interviews:** Focus on scenarios that reveal candidates' skills in managing student behavior, fostering engagement, and maintaining cultural sensitivity.
- **Request References**
  - Ask for feedback from former employers or mentors, including:
    - Ability to connect with students from similar backgrounds.
    - Capacity to work effectively in a collaborative school environment.

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### Step 5 | Prioritize Equity and Community Alignment

- **Train district staff:** Provide anti-bias training for hiring committees to ensure equitable evaluations.
  - **Ensure tutor diversity:** Select qualified applicants who reflect the demographics of the district's students to build trust and cultural alignment.
  - **Engage stakeholders:** Involve school staff and community members in reviewing selection criteria and processes.
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### Step 6 | Engage Students in the Selection Process

- **Conduct Demo Sessions**
    - Invite finalists to run short tutoring sessions with students. Evaluate how well they:
      - Connect with students.
      - Create a welcoming and engaging environment.
      - Demonstrate flexibility in responding to student needs.
  - **Gather Student Feedback**
    - Use structured forms to collect input on candidates' ability to build rapport and foster understanding.
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### Step 7 | Evaluate and Refine

- **Collect feedback** from district staff, candidates, and students involved in the selection process.
  - Disaggregate feedback and selection outcomes by **race, gender, and other demographics** to identify patterns and address potential biases.
  - **Refine criteria and methods** based on lessons learned to improve future selection cycles.
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### Example Demo Session Evaluation Questions

- Did the tutor effectively engage the students?
- How well did the tutor adapt to student responses?
- Did the tutor create an inclusive and supportive learning environment?