



Second Baptist School

6410 Woodway · Houston, Texas 77057

713.365.2310

secondbaptistschool.org

TUTOR APPLICATION

In order to be considered for a tutoring position, you must return this completed application along with the **Release Authorization and Academic Assistance Agreement** to the Personnel Office. When your application is completed and approved, your name will be forwarded to the appropriate Division Head or Counselor who will set and monitor an academic agreement. Submission of this application is not a guarantee of acceptance to the Second Baptist School approved tutor list. Second Baptist School does not discriminate on the basis of sex, race, color or national origin.

NAME AND ADDRESS	Date of Application _____ Social Security Number _____			
	Name in Full _____			
	First	Middle	Last	
	Address _____			
	Street/Apt. _____			
	City	State	Zip Code	Phone
Email Address: _____				

EDUCATION & EXPERIENCE	College or University Attended	Course of Study	Degree or Diploma Received
	1. _____	_____	_____
	2. _____	_____	_____
	3. _____	_____	_____
	Special Training _____		

SUBJECTS AVAILABLE TO TUTOR	Lower School _____					
	Middle School _____					
	Upper School _____					
		Monday	Tuesday	Wednesday	Thursday	Friday
	Please list times available each day					



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RELEASE AUTHORIZATION

I expressly authorize any person associated with any law enforcement agency (federal, state or local), or any person who has knowledge of my character and/or criminal record or civil record to release information to **Second Baptist Church and/or its agents**, including its employees and agents, orally or in writing. I release from any liability and responsibility those working for an organization that releases that organization's information to **Second Baptist Church and/or its agents** and its employees from any liability and responsibility, and any person providing the requested information from any damage whatsoever resulting from the acquisition, use, retention, or disclosure of any such information. I will not hold **Second Baptist Church and/or its agents** and its employees responsible for errors or inaccuracies in the acquisition or transmittal of information pertaining to the verification of my background.

PRINT Full Legal Name: _____

PRINT Former Name: _____

Street Address: _____

City, State and Zip: _____

Addresses Last Five Years: _____

Street City State Zip

Street City State Zip

Date of Birth: _____

Social Security Number: _____

Driver's License Number: _____

Signature of Applicant

Signature of Witness

Phone Number of Witness

Date Signed



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ACADEMIC ASSISTANCE AGREEMENT

1. All tutors on the Second Baptist School campus must receive prior approval from the appropriate administrator or counselor and agree to abide by all SBS tutorial policies and guidelines. A written agreement will be on file with the building-level head.
2. All tutors, both independent and Second Baptist School personnel, are to be actively supportive of the administrators, programs, and teachers of Second Baptist School. Failure to do so may result in the forfeiture of tutoring privileges on the school campus, and removal from the “approved” list of tutors for recommendation to parents and students.
3. Tutorials must never interfere with nor extend into regularly scheduled Church activities.
4. Approved tutors may provide assistance only during times listed above and in the designated space assigned by the building-level head. Limited space may prohibit certain tutoring episodes.
5. All tutors, Second Baptist School personnel and approved independent tutors, while tutoring on the Second Baptist School campus, will agree to “*maximum set fees of \$65.00/ hr.*” Indeed, any teacher or tutor may choose to tutor for less, but not more than the set maximum. *Licensed therapists may set their own rates for therapy sessions.*
6. Tutors are not permitted to do the students’ work. Tutors are not to do “re-writes” or construct sentences for students. In other words, no tutor should write a student’s paper.
7. All building/room requests for location of tutorials, both approved Second Baptist School personnel and independent, must be approved by the building-level head, and scheduled through the Head of School’s Administrative Assistant. Scheduling provides for greater security by registering the place and activity on the calendar.
8. All tutors will be asked to sign a release authorizing Second Baptist School to verify information on the tutor’s background.

Lower School

All Lower School tutorial requests must receive prior approval through the building-level head, who will set and monitor and agreement between the parent(s)/legal guardian(s) and the assigned classroom teacher. Times for tutorials will be limited to:

- Before School
- During School (with approval of the building-level administrator)
- After School
- Therapy conducted by a licensed therapist is allowed during activity periods

Middle School

All Middle School Tutorial requests must receive prior approval through the Middle School Counselor, who will set and monitor an agreement between the parent(s)/legal guardian(s) and the assigned subject area teacher. Times for tutorials will be limited to:

- Before School
- During athletic period (8th period, for non-athletes or student enrolled in physical education); however, this tutoring episode is *limited to one period per week.*
- During lunch (30 minutes)
- After school (time as approved)

Upper School

All Upper School tutorial requests must receive prior approval through the Upper School Counselor, who will set and monitor an agreement between the parent(s)/legal guardian(s) and the assigned subject area teacher. Times for tutorials will be limited to:

- Before school
- During a study hall period
- During lunch
- During advisory (except on Chapel days)
- After school (time as approved)

I have read the Second Baptist School policies on Academic Assistance () Yes () No
 I agree to abide by the Second Baptist School policies on Academic Assistance () Yes () No

Signature _____ Date _____