



TUTOR VENDOR APPLICATION

Please do not provide tutorial services until a contract is approved by Castle Rock Administration and you have been notified by Castle Rock Staff.

301 W. Washington Blvd.
Crescent City, CA 95531
Phone: 707-464-0390
FAX: 707-464-0700

Date _____

Name _____

Address _____ Phone # _____

Email Address _____

Credential(s)/Experience* _____

*Please attach copies of degrees, transcripts, letters of recommendation, etc.

Subjects you would like to tutor _____

Grade Level(s) _____

Rate per hour _____ (See rate schedule below)

Tutorial Vendor Rate schedule:

<u>Qualifications</u>	<u>Beginning Rates per hour</u>	<u>3 Years' Experience</u>	<u>5 Years' Experience</u>
College students/Adults	\$16.00	\$17.00	\$18.00
Adults (A.A./A.S. Degree)	\$18.00	\$19.00	\$20.00
Adults (B.A./B.S. Degree)	\$23.00	\$24.00	\$25.00
Adults (Degree(s) plus teaching credential)	\$30.00	\$31.00	\$32.00

Applicants must provide proof of degree or credential. If information is already on file with the Del Norte County Unified School District personnel office, that information may be used to confirm placement on the tutorial rate schedule. Tutors without a college degree need to show expertise in the subjects they will tutor. Tests will be administered to verify qualifications. High school students need to have passed the California High School Exit Exam and writing proficiency tests.

If this application is approved, the applicant will cover the cost of fingerprinting and background check (\$50), proof of TB testing (no charge), and additional application and paperwork with the Del Norte County Unified School District. At the time of approval, further instruction and guidelines will be provided.

Applicant's Signature _____ Date _____

Administrative Approval _____ Date _____

Tutor vendors must provide tutoring services in a public school or public facility appropriate to the nature of public school use. Tutors may also meet in the student's home if the parent/guardian is present. Please refer to Policies and Procedures for Conflict of Interest/Nepotism Codes.

Vendor Responsibilities

- Vendors must provide monthly work samples or progress reports for each Castle Rock Student.
- Vendors must submit monthly timesheets on the last day of the month.
- Vendors who are deemed to be parents/guardians of CRCS students may become vendors as long as they meet all vendor approval requirements. They may not receive payment for individual services to their own children; but they may receive payment for services to their own children in a classroom setting if 50% of the students in the class are not their own children.

Dependent Vendor/Tutor Approval Guidelines & Procedures

Please direct inquiries regarding dependent vendor issues as follows:

Vendor application requests: Castle Rock Administration or Rick Pratt, 707-464-0390.

Vendor application status and requirements: Rick Pratt 707-464-0390.

Fingerprinting and other District Office inquiries: Kristi Horn 707-464-6141.

Del Norte District Office location: 301 W. Washington Blvd. Crescent City, CA, 95531.

Vendor authorization forms, timesheets, attendance, work samples: Rick Pratt or Kallie Roth; 707-464-0390.

CRCS may hire tutors/vendors after meeting these requirements:

- Vendors must meet with CRCS Administration or Rick Pratt, for an interview and complete this application.
- If the application is approved, the vendor/tutor will meet with Kristi Horn at Del Norte County School District to complete *employee paperwork, fingerprinting* for a background check, and provide a *copy of his/her driver's license and social security card*.
- Vendors may need to provide proof of TB testing within the last 6 months to the District Office before finalizing employment.

CRCS will approve dependent vendors providing services and classes to students according to the following guidelines:

- Vendors must verify the completed Vendor Contract and Authorization form has been approved for *each student prior to providing services*.
- Vendors must provide services in a public school or facility appropriate to the nature of public school use. This means that the vendor must assure that the facility being used for the service meets either the Field Act or local city codes for safety.
- At no time may a vendor provide services from their home with a student present. There is an option to use Zoom for services if both parties agree, are meeting outside of school grounds and/or school hours, and both parties must use school-given emails for the Zoom accounts they use.
- Vendors may meet in the student's home with parental/guardian supervision. Doing this will need proof by obtaining *the parent's signature* as well as the student's on the tutor log for each meeting in the student's home.
- Vendor meetings/sessions *must take place on a school day*, no weekends or holidays.
- Vendors may need to provide progress reports for each Castle Rock student to the respective teachers.

- Vendors who are recognized as parents/guardians/relatives of CRCS students may become vendors as long as they meet all vendor approval requirements. They may not receive payment for individual services to their own children if outside of a classroom setting. They may not charge for more than 2 hours of services per week without teacher approval during the Contract Approval process for each student.
- Tutors *may not meet more than one student at a time.*

What is to be expected:

- When your application is fully approved you will receive a call to let you know from 707-464-0390.
- When you have a Dependent Vendor Contract to sign, you will be contacted, as well as when the form is fully signed and you are all set to meet with your student.
- You cannot meet with students until your blue Dependent Vendor form is fully signed. If you meet with the student, unaware of an incomplete form, you can't add it to your timesheet until after the contract is complete. In some cases this means adding it to next month's timesheet.
- Timesheets must be originals taken from the library and completed in clear handwriting, written in ink, preferably blue or black ink. Do not use white out; you may make a line through it and initial the change or start a new timesheet.
- Vendors must submit monthly timesheets on the last day of the month, or when specified if there is an upcoming holiday. May make contact through their given phone number or school-given email.
- Payday is on the 10th of each month. Paychecks can be picked up at the District Office on the 10th or it will be mailed to you the next business day. You can also create an account on the employee portal site Escape (delnorteportal.xcoe.online) and change it to direct deposit. This will most likely be done at the District Office during your paperwork completion.
- Tutors will use Google Classroom to provide their availability for teachers to see and will be contacted by primarily teachers, but possibly by parents. *Make sure you are able to be reached at least once a day by the contact information you provide to the school.*