

JCEA's Professional Tutor Referral Service is designed to improve student achievement and enhance the image of teachers.

Please register me in the Tutor Referral program

Published information:

Name _____ School _____

Articulation Area _____ Voice mail phone # _____

What subjects would you tutor? _____

What age child would you tutor? _____

What is your fee per hour? _____

Confidential information (JCEA use only)

Home Address

Street	City	State	Zip
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Home Phone # _____

School _____ Social Security # _ _ _ - _ _ - _ _ _

Please read carefully:

I understand that: 1) the information provided above for publication will be made available to the general public upon request; 2) JCEA's role is limited to promoting the program and providing a list of qualified tutors to the public; 3) all tutorial agreements and arrangements, include fees and their collection, are my responsibility; 4) to be eligible to participate in JCEA's Professional Tutor Referral Service, I must be a JCEA member and my last teacher performance evaluation must indicate I met or exceeded district standards in each of the four performance areas, and 5) I agree to abide by both the NEA "Code of Ethics of the Education Profession" and the school district's policies regarding "Staff Conflict of Interest" (GBCA and GBCA-R), which state:

- A teacher shall not receive remuneration for tutoring or give private lessons to students assigned to his/her class or school unless no other qualified teacher is reasonably available (Principle I, NEA Code of Ethics and JCPS Policy GBCA-R).
- Teachers must not "rely upon the use of District buildings, equipment, supplies, in-school services of other District personnel, in-school contact with students of the District, or on-the-job time of the employee, through such activities as...tutoring of students assigned to their classes or school for pay.... (JCPS Policy GBCA)

These guidelines are not intended to cover all cases and situations. When questions about specific activities arise, these should be discussed with your immediate supervisor/ principal (GBCA-R). Activities that may result in a conflict of interest must be submitted in writing to the Executive Director of Recruitment and Employment via the immediate supervisor for review, direction and consideration (#7, GBCA-R).

I also agree that if I no longer choose to participate in the tutor program, I will so notify JCEA in writing.

Signature and date

Please send to JCEA on the "pony" or fax to 303-238-2215.