



## 2021-2022 TUTOR EMPLOYMENT CONTRACT

Believing that God has led in this decision, the St. Benedict Hall Director, has appointed **John Doe** as a tutor for **Humanities 2**, and **Classics & Composition 2** for the **2021-2022 Academic Year**. This At-Will Contract is contingent upon satisfactory performance of duties and expectations of the program.

This contract begins **August 4th, 2021** and ends **May 25th, 2022**. In making this appointment, we recognize and affirm your ministry of teaching as a God-ordained vocation. We rejoice that God has brought you to us as a “fellow-laborer” in this ministry. This Contract provides a framework of mutual obligation and responsibility to assure the orderly operation of our calling as an educational ministry of Hawaii Anglican Network.

1. Your compensation is equal to **\$1**. Rather than being compensated with a salary, this compensation will cover the program dues for 2 students in the program.
2. St. Benedict Hall (“SBH”) is an educational ministry of the Hawaii Anglican Network. Tutors and staff of SBH are professing Christians whose lives and character exemplify the saving grace of our Lord Jesus Christ. Staff members are also faithful members of a local orthodox church who regularly attend and support their church.
3. Staff member lifestyle shall conform with the Bible. Each staff member will manifest by precept and example the highest Christian virtue and personal decorum, serving as a role model (I Timothy 4:12), both in and out of class to pupils (Luke 6:40), and as an example to parents and fellow staff members in discernment, respect, and Christian living. Scripture dictates standards of sexual behavior (Ephesians 5:3; Hebrews 13:4; 1 Timothy 1:9-10; Leviticus 18:22; 1 Corinthians 7:2; 1 Corinthians 6:9). Staff members must also abide by and uphold these standards in serving as role models. Deviation from Scriptural standards may be grounds for termination (Romans 12:1-2; I Cor. 6:9-20; Eph. 5:3-5; I Thess. 4:3-8; I Tim. 4:12; II Tim. 2:19-22; I Peter 1:13-17; I John 3:1-3).
4. You affirm that you have read and will *abide* by the policies set forth in the “Tutor Responsibilities and Expectations” and you *affirm* the Nicene Creed.
5. Your assignment to particular classes is to be made at the discretion of the Director. You agree to maintain a classroom atmosphere that is conducive to learning.
6. You shall utilize your best efforts at all times to understand, appreciate, love, and serve the students entrusted to you for instruction and to provide for their fullest spiritual, intellectual, physical, and emotional development. You shall also observe appropriate confidentiality regarding pupil, parent and program matters. You shall avoid gossip about other tutors and students, and will direct concerns and questions you have about other tutors and students to the Director.
7. Differences with others shall be resolved by following the biblical pattern of Matthew 18:15-17. If such differences are not resolved after utilizing the Matthew 18 principle, mediation and arbitration shall be sought to resolve issues and bring reconciliation through an arbitrator appointed by the rectors of the Hawaii Anglican Network.

8. *Personal & Sick Leave.*

Tutors are allowed 6 days absence for personal and/or sick days. If tutors go beyond this limit, they will be charged \$20 per day. Leave days will not accrue year to year.

9. If there are deficiencies in your job performance, the Director, at his discretion, may provide a Performance Improvement Plan to facilitate improvement in your job performance.

10. Your employment may be terminated before the end of the academic year for cause and you do not have a right to renew this Contract. The Director, at his discretion, may terminate the Contract immediately or with notice, depending upon the reasons for termination. "Cause" includes, but is not limited to, any conduct tending to reflect discredit upon the school or upon your serving as a Christian role model for the students.

I acknowledge that I have read, understand, and will abide by the terms and conditions of this Contract.

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Tutor

Date

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St. Benedict Hall Director

Date

# Tutor Responsibilities, Policies, and Procedures



## *Responsibilities & Expectations*

- Giving themselves to our children through instruction in the subject area that they teach.
- Collaborating with and being a team player for the mission of the program. This means being willing to pitch in and help in times of need, and knowing that our program will continue to thrive only when our whole staff is committed to spiritually dying to ourselves for the sake of others.
- Attending the times of Morning Prayer, Eucharist, and Noon prayer when on campus.
- Maintaining a decent standard of classroom management so that the class has a whole can focus on what is being communicated.
- Disciplining students with a firm gentleness to the end that our children will take responsibility for their actions, recognize their ability to change and control their will, become aware of the danger and destruction that follows our sin, and ultimately be reconciled back into the community. In situations where a student needs additional discipline, the tutor will send that child to speak with the Director.
- Treating each child with dignity and respect and expecting the same behavior of the students towards each other and those in authority.
- Holding students accountable for homework given (*especially* in Form III) so that our older students are rising to meet the challenges given.
- Organizing their lessons in a way that each day and week are directed toward the long-term goals and plans of the year.
- Aiming at developing the students' *relationship* to the subject matter that brings about curiosity and a love for learning.
- Avoiding gossip and speaking well of each other as we seek to build each other up and work together as a team. Also tutors are to speak respectfully of students and parents both privately and publicly.
- Communicating with parents regarding work to do at home each week. Tutors will post this work each week on Wednesdays by midnight to the Slack channel for each class. If students are not turning in homework for more than a week, the tutor will contact the parents to check in to make sure there is no miscommunication.
- Preparing and administering the Exam Week finals.
- Grading the term finals with a Pass or Fail grade.
- Preparing comments for the parent/tutor conferences at the end of each trimester.
- Providing a letter grade for parents who may need that at the end of each trimester.
- Attending the parent/tutor conferences at the end of each trimester.
- Attending monthly staff meetings.
- Meeting with the Director regularly for a touch base meeting in which tutors can communicate concerns, ask for support in areas, and be encouraged in the good work they are doing.
- Attending the In-Service program offered at the beginning of the school year.
- If tutors are unable to fulfill any of these responsibilities and commitments, the tutor will communicate with the Director of their situation as soon as possible.

## *Policies and Procedures*

- When wanting to **change curriculum** or order additional curriculum tutors should meet with the Director who will personally place the order for you.
- Should you be **absent**, please secure a substitute tutor on your behalf, and notify the Director ASAP. A list of approved substitutes will be provided by the Director at the beginning of the school year. Substitutes will receive a \$20 gift card for their voluntary work for each day they sub, which will be given out by the Director. Tutors need to provide their substitute with lesson plans.

- Tutors are allowed 6 days absence for **personal/ sick** days. If tutors go beyond this limit, they will be charged \$20 per day, to be taken out of their pay or given an invoice at the end of the year.
- **Visitors** should check in with the Director before visiting classrooms or interacting with students.



## The Nicene Creed

WE believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen.

We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father. Through him all things were made. For us and for our salvation he came down from heaven: by the power of the Holy Spirit he became incarnate from the Virgin Mary, and was made man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshiped and glorified. He has spoken through the Prophets. We believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come.