

L2L Trainer – Roles & Responsibilities

About L2L

Licensed to Learn Inc. (L2L) is an Ontario-based charitable organization dedicated to empowering children to reach their academic potential through free, peer-led tutoring. Using a curriculum emphasizing youth leadership and personalized support, we train elementary and secondary students as Tutors to provide one-on-one academic help and mentorship to their Peers. Tutors develop leadership skills and self confidence, and in turn, their Peers receive academic support and mentorship from a positive youth role model.

L2L Trainer Profile

L2L Trainers are key members of the L2L team as the faces of the program in our schools. Trainers deliver L2L Tutor training, oversee the implementation of tutoring sessions, lead review sessions, and collaborate with the School Coordinators to ensure the success of the program. L2L Trainers are volunteers who receive an honorarium for their work.

All Trainers must have an Ontario College of Teachers Certificate, or its equivalent. Trainers have a passion for learning and for helping others, are creative problem solvers, and believe that all students can succeed under the right conditions. Relevant experience includes classroom teaching, positions in school leadership, leadership development training, knowledge of Multiple Intelligences and Learning Styles.

The workload of an L2L Trainer depends on the amount of school projects taken. You can expect to be able to schedule school visits with some flexibility to accommodate travel and other social commitments. However, it is not possible to hold a full-time position with another organization and be a Trainer with L2L. We will therefore not consider someone who plans to take on a long-term occasional role in a school, for example.

As a Trainer, your roles and responsibilities include:

Tutor Training & Support

- Deliver 2-3 L2L Tutor training sessions per school program, customized as appropriate for the grade level of students
- Supervise the first tutoring session between Tutors and Peers
- Oversee the delivery of 15 peer tutoring sessions
- Lead review sessions with Tutors after intervals of approximately 5, 10, and 15 tutoring sessions to debrief with Tutors and offer support
- Participate in end of program celebrations and distribute certificates
- Additional school visits as deemed necessary

Reporting

- Comply with L2L's reporting process by completing a registration form; interim report; and final report for all of your school programs (for more information on reporting, see page 12)

Communication with Schools

- Meet with the School Coordinator at designated school(s) to communicate the logistics of the program and set clear expectations
- Support the School Coordinator on how to select Tutors and Peers



Licensed to Learn

- Communicate with the School Coordinator on an ongoing basis as required

Program Evaluation

- Administer all Tutor and Peer surveys and support students to complete them
- Submit all Tutor and Peer surveys to the L2L office for data entry and analysis

Administration

- Liaise with School Coordinator to schedule Tutor training sessions
- Distribute and collect permission forms for all participating students
- Submit certificate requests to L2L for Tutors and Peers who successfully complete the program

General

- Participate in the revision of Tutor guides as requested
- Participate in debrief sessions with L2L and other Trainers about the program
- Communicate with L2L on an ongoing basis about the status of your school programs