

**ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE JUSTICE SERVICES DIVISION
Contract Year 2014 - 2019
SERVICE SPECIFICATION
BASIC EDUCATION TUTORING
Service Code 186**

SERVICE DEFINITION:

To provide instruction in basic reading, writing and/or arithmetic skills to youth s performing at or below appropriate grade level.

STANDARDS/LICENSURE REQUIREMENTS:

Instructor(s) shall be at least twenty-one (21) years of age, a high school or GED graduate, and be qualified by a demonstrable combination of training, education and experience to deliver the services. Services may be provided by the public school system.

UNITS OF SERVICE:

One unit equals 60 minutes of staff time (45 minutes for individual or group tutoring and 15 minutes for records documentation).

UNITS REQUIRED:

As determined by Individual Service Plan.

SERVICE GOAL:

To improve academic functioning in specific identified areas.

SERVICE TASKS:

1. Assess through standardized means, the extent of the youth's academic skill level in all basic disciplines.
2. Develop instructional materials/lesson plans.

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3. Provide instruction and document service delivery through sign-in sheets, test results and client case notes for monthly progress.
4. Monitor and evaluate progress.
5. Provide monthly reports.
6. Prepare and provide all required reports in accordance with AOC Standard Terms & Conditions.

