

## Non-KISD Tutor Hiring and Payment Process

The title for people not currently employed by KISD who tutor in our schools will be **Community STAAR Tutor**. They will be considered “at-will” employees and must go through the same basic hiring procedures as when you hire any other new employee.

**Qualifications:** Texas certified teacher; successful classroom experience (preferably in the Kerrville ISD); deep understanding of the academic skills necessary for student success on the STAAR test; left last teaching job in good standing.

### Hiring Procedures:

1. The proposed tutor shall complete the substitute application packet (numbers 1-4) found at [http://www.kerrvilleisd.net/pages/Substitutes\\_KISDHR](http://www.kerrvilleisd.net/pages/Substitutes_KISDHR), and submit it to the Human Resources Secretary. Tutors will **not** be added to the Substitute List unless they make that request.
2. A criminal background check will be performed, and the district Human Resources Officer will call the principal when it is successfully completed. The qualifications of the applicant will be discussed at that time.
3. If the proposed tutor is not a former KISD teacher, the principal must acquire two positive reference checks. Once acquired, the district Human Resources Officer will personally interview the applicant before final approval.
4. Once approved the principal will submit a recommendation to hire form, inform the tutor they have been hired, and send the tutor to the human resources secretary to complete the remainder of the employment paperwork.

### Pay Procedures:

1. Determine the schedule for your tutor. ***You must ensure that any tutor who is retired from TRS does not exceed 14.5 hours of work during any week to avoid the district having to pay a TRS surcharge.***
2. Give your tutor a time sheet and instruct them on its use.
3. At the end of each pay period collect the time sheet.
4. Tally the hours, figure the pay (based on \$20 per hour), and write the budget code at the bottom of the sheet. Make sure your tutor and the campus administrator have signed the time sheet.
5. Send the time sheet to the KISD payroll office if using a local budget code or to the appropriate special programs administrator if using a federal code.