

**ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE JUSTICE SERVICES DIVISION
Contract Year 2009-2010
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 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.
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.

