Master Tutor Mentor/Peer Supervisor
Peer Assisted Learning (PAL) Program

Roles and Responsibilities

Assists in the planning, development, implementation and evaluation of all PAL sessions and leaders to ensure that the goals and objectives of the program are accomplished. MTMs/Peer Supervisors will maintain attendance, demographic & statistical data on PAL participants. The Peer Supervisor will also: compiling data using TutorTrac; perform observations and conduct feedback meeting with PAL Leaders; verify PAL Facilitators’ class attendance; assist with advertising and marketing of the PAL Programs; and help plan the mid-term meetings/trainings with the PAL Facilitators.

General Responsibilities:
1. Functions as a Master Tutor Mentor/Peer Supervisor by assisting in the planning and implementation of orientation/training at the beginning of each semester and assisting with on-going advertisement of the PAL Program.
2. Performs two-to-three observations for each assigned PAL Facilitator, per semester, as directed by the Coordinator.
3. Conducts a total of four individual meetings with each assigned Facilitator per semester as directed by the Coordinator (one of these meetings will be conducting a peer evaluation).
4. Assist in the planning and implementation of the mid-term PAL group meeting.
5. Send e-mails as needed or as directed by the Coordinator to the Facilitators under your supervision to remind them of due dates, upcoming events, or other information.
6. Turn in all documentation of individual Facilitator meetings, observations, peer evaluations and other information as requested by the Coordinator.
7. Performs PAL data entry in TutorTrac on a weekly basis.
8. Performs other duties as assigned by Coordinator (this may include substituting for a PAL Facilitator in an emergency situation).

Evaluation:
Observation and peer supervision of all assigned PAL Facilitators are conducted each semester. The purpose of each observation and evaluation is to recognize and indicate good practice and to help each Facilitator improve his/her sessions as needed for the benefit of all tutees.

GB: 4/2019