



www.readottawa.org • info@readottawa.org • 616.843.1470 • 430 E 8th St #140, Holland, MI 49423

Tutor Dismissal Procedures

1. Every effort will be made to support the tutor in the responsibilities required of a READ Ottawa tutor. Communication will be timely and clear regarding any known shortfalls not in compliance with READ Ottawa policies and procedures.
2. If a tutor does not meet their READ Ottawa commitment, as identified by the Pair Coordinator or other READ Ottawa staff, documentation of repeated concerns will be submitted to the Executive Director for review and guidance on next steps.
3. The appropriate pair coordinator will follow up with the tutor based on the recommendations made by the Executive Director's review.
4. The tutor may be formally dismissed from the READ Ottawa program if deemed appropriate. A formal letter will be sent by the appropriate pair coordinator notifying the tutor of dismissal from any further READ Ottawa responsibilities.