



READMontana Employee Policy

At READMontana our mission is to provide research-based, up-to-date quality educational services. We firmly believe that ALL students can learn and deserve the opportunity to grow to their full potential. We understand that learning differences are always accompanied by a unique set of strengths and will strive to highlight these and cultivate them in each of our students.

READMontana does not discriminate in hiring on the basis of race, color, creed, sex, national origin, age, political practices, family or social background, sexual orientation, or exceptionality.

Organizational Principles

1. Employees of RMT will be dedicated to protecting and enhancing the fundamental dignity of every person seeking our services and will be committed to developing the highest educational potential for their clients.
2. Employees of RMT will refrain from using professional relationships with clients and/or their families for personal advantage or exploitation.
3. Employees of RMT will only provide services for which they have been adequately trained.

General:

- RMT Instructors will present themselves in a professional manner. Dress should be appropriate to each individual session.
- RMT will attend one, 2-hour employee training / staff meeting each month. Every effort will be made to schedule these meetings at a convenient time for all staff involved.
- All instructors will be observed during 2 instructional sessions throughout the year. Observations will be scheduled in advance. Instructors are encouraged to communicate any student concerns and/or challenges to the RMT instructional coach prior to the observation.
- Instructors will meet with RMT administrative staff one time per year for an overall review of performance and ongoing training needs.
- Employees may submit receipts for reimbursement of expenses only if the expense has been approved prior to purchase. Employees must fill out a [Reimbursement Request](#) and submit it by the 20nd of each month. Payments will be made via direct deposit.

- While employed through RMT, instructors should refer all new clientele to the home office. Outside instruction of students is NOT permitted under any circumstances. However, instructors are welcome, and encouraged to tutor family members (free-of-charge) when appropriate.

Communication:

- **ALL** client communication should be CC'd to sara@readmontana.org . All families are required to sign a release at the start of treatment that allows instructors to share information with the Educational Therapist in charge.
- Instructors will maintain detailed session notes using OneNote (provided by RMT). These notes will include up-to-date information on the skills that are being addressed each week, treatment goals, and positive/negative behavioral observations. These notes will be shared with the administrative staff of RMT and can be shared with other individuals at parent request as long as the appropriate release form is signed and on file. An example of the format required will be provided to you.
- Please direct any billing/tuition questions Sara Gallagher-Bernall, (406) 589-6518, or sara@readmontana.org. Do not attempt to answer these questions yourself.

Instruction:

- Orton-Gillingham instruction is highly structured and must be taught in the order and manner that it was originally intended. Instructors will strive to deliver content as precisely as possible. Any curriculum changes must be discussed with and/or approved by Sara.
- Children of employees and/or siblings of the student should not be present during sessions unless pre-approved during rare and unusual circumstances.
- Instructional materials are not to be used outside of your employment with RMT. You may not use them to work with students that are not enrolled in our program as this would violate our site license agreements.
- 40% of students with dyslexia also have attention/focus issues. As a result, please limit as many distractions as possible during each session.
- If you are tutoring a student with attention and focus issues, every effort should be made to find strategies that allow them to thrive. The following is a list of possible accommodations, although not exhaustive. Please don't hesitate to contact the home office if you need additional ideas or guidance.
 1. Allow the student to sit in a "wobble chair" or on a medicine ball (we have these available in the office).
 2. Experiment with session timing. Some students perform much better during the morning hours, while others prefer afternoon or evenings.

3. Allow the student to chew gum or munch on a snack like popcorn, or peanuts.
 4. Allow the student to stand when appropriate.
 5. Take frequent, short, breaks.
 6. Allow the student to squeeze / manipulate a small toy or object.
 7. Break apart 'New Teaching' sections of the lessons into two sessions.
 8. Experiment with lesson pacing.
- Sessions should be intense, but fun. Instructors should attempt to incorporate instructional games into each session when appropriate. We have a number of resources at your disposal.

Scheduling:

- Please use the TeachWorks calendar to schedule tutoring sessions and extended vacations (more than 3 days). You will be given access to Teachworks after your training hours are complete.
- All sessions should be 50 minutes in length unless pre-approved through the home office.
- Consistency is one of the most vital parts of the instruction we offer. Therefore, employees will make every effort to abide by the scheduling rules of the RMT Instructional Policy.

I have read, understand, and will comply with all of the items listed in the RMT employee policy. I understand that RMT is committed to my long-term employment and will support me in my growth as an instructor. I also understand that failure to comply with employee policies could result in termination of employment.

Employee Name (Printed): _____

Employee Signature: _____

RMT Representative: _____

Position: _____