



AVID TUTOR

Purpose:

AVID Tutors use specific teaching methodologies and materials to work with AVID students. Tutors work with AVID students in tutorial groups and individually, assisting them in all academic areas to make progress toward college and career readiness. Tutors use Socratic questioning and other AVID learning strategies to help students develop answers to their own questions through inquiry, collaboration, reading, writing, and organization.

Duties and responsibilities:

- Utilize AVID strategies and practices to facilitate learning with individual students and small groups within the AVID tutorology structure for all core subject areas;
- Acknowledge the individuality of all AVID students and assist them in developing academic and personal pride, as well as constructive self-advocacy skills;
- Serve as a role model/mentor to AVID students by being a lifelong learner, demonstrating appropriate academic and social behaviors, and wearing appropriate attire at all times;
- Determine from student's notes and discussions, the concepts that need to be taught or retaught;
- Evaluate student binders, including calendars, class and textbook notes, etc.;
- Become familiar with the materials in the AVID Curriculum Libraries;
- Become familiar with the textbooks and materials used by AVID students;
- Conduct mini-lessons in the process of writing in all subject areas, study skills, and other aspects of college preparation;
- Set an example of personal excellence and high expectations for AVID students to follow;
- Work with students in any phase of the writing process, such as brainstorming, clustering, revision, and editing;
- Communicate frequently and constructively with the AVID coordinator/teacher regarding student progress and areas of concern;
- Promote appreciation for cultural, linguistic, and racial diversity among students;
- Other duties as assigned.

Supervisory Duties:

- Assist with supervision of students in the assigned AVID program.

Requirements:

- High school diploma or equivalent required;
- Must be currently enrolled in two or four year college program (preferred) or have a college degree;
- College transcript must indicate a minimum 2.5 GPA;

- Must be organized, motivated, successful, and inspiring to students;
- Demonstrated ability to follow directions with a minimum of supervision and complete assigned task(s) in a timely manner;
- Ability to communicate effectively both verbally and in writing;
- Demonstrated academic success in core subject areas, especially math, science, and English;
- Ability to establish and maintain effective working relationships with students, staff, and community members;
- Ability to handle confidential matters in an ethical manner;
- Ability to focus independently on assigned tasks and complete in a timely manner;
- Significant multi-cultural experience and expertise preferred;
- Bilingual candidates desired;
- AVID Tutors typically work 4 to 12 hours a week;
- 8 to 10 hours of paid training in AVID methods are required prior to working with students.

Licensing and Certification:

- High school diploma or general education degree (GED);
- Documentation of enrollment in a two- or four-year college program, or a two- or four-year college degree.

Auburn School District is an Equal Opportunity Employer