



Avid Tutor

Hourly/Temporary Employee

Salary: \$ 11.85 hourly

EDUCATION, QUALIFICATIONS AND WORK EXPERIENCE

- HS Diploma or GED required or CCPS students in the Work Based Learning Program will be considered with a recommendation from Principal and Advisor.
- Experience with implementing student goals, lead tutorial groups, manage multiple tasks, and meet deadlines
- Entry-level college writing, speaking, and interpersonal communication skills with effective organizational skills
- Demonstrated ability to work professionally and discretely with extremely confidential information
- Excellent analytical, problem solving and troubleshooting abilities
- Self-motivated with the ability to work both independently and in a collaborative team environment
- Excellent customer service, communication (both written and verbal), and cross group collaboration skills required

ESSENTIAL JOB FUNCTIONS

- Assure program quality and achievement of AVID's standards represented in AVID's Essentials by:
 - ❖ Minimally complete 16 hours of training in WICOR and the AVID tutorial process skills; (4 to 6 hours must be completed prior to beginning work as a tutor in the AVID classroom and the remaining hours must be completed prior to the site's spring Certification Self-Study (CSS) review).
 - ❖ Implement the goals and objectives of AVID tutorials by using AVID strategies (WICOR) and the AVID Tutorial materials effectively
 - ❖ Work collaboratively with groups of AVID students in the AVID academic elective classroom to effectively facilitate AVID's inquiry-based tutorial groups.
 - ❖ Participate in on-going coaching and debriefing in inquiry and the AVID tutorial process by AVID trained site personnel and district director.
 - ❖ Monitor the tutorial work of assigned tutorial groups of AVID students to ensure their effective participation and growth.
- Participate in AVID site team meetings
- Establish and maintain rapport with the AVID students; set an example of personal excellence and high expectations for AVID students to follow.
- Serve as a mentor for middle and high school students
- Assist students in various subject areas, by being familiar with students' textbooks and materials and AVID classroom resources.
- Performs other work-related duties as assigned

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however this may be the only notice for this position during the noted advertisement period.