



CARMEL CLAY SCHOOL CORPORATION POSITION DESCRIPTION

Position Title: AVID Tutor
Supervisor: Assistant Principal

Name of School/Department: Carmel High School
Date: 2024-2025

Primary Purpose:

AVID tutors facilitate student learning of subject matter and skills that will contribute to academic achievement and development as knowledgeable, responsible individuals. AVID tutors work in the AVID elective classes one to two days a week facilitating the tutorial process through questioning, writing, thinking, and discussion. Formal training will be provided.

Essential Functions:

- Conduct tutorial sessions that underscore the principle of collaborative learning and the practice of students teaching other students through discussion of class and text notes.
- Determine from student tutorial worksheets, notes, and discussions the concepts that need to be the focus of tutorial sessions.
- Work with students in any phase of the writing process such as brainstorming, clustering, revision and editing.
- Allow students to shoulder the responsibility for their own active learning while guiding them with strategies that they will become accustomed to using independently.
- Assist students in any subject area, by being familiar with students' textbooks, materials, and AVID classroom resources.
- Assist in the supervision of the Tutorial Request Form.
- Communicate regularly with the AVID coordinator/teacher regarding student progress and areas of concern.
- Collaborate and problem solve with other AVID tutors.
- Attend all necessary professional development.
- Observe policies and procedures of Carmel Clay Schools.
- Encourage students to set and maintain high standards of classroom behavior and achievement.
- Observe confidentiality.
- All other duties as assigned.

Essential Knowledge, Skills, and Experience:

- Good organization skills
- Ability to work in an extremely collaborative environment with a number of other professionals, peers and students

Regular Work Hours/Travel Requirements

- Regular school hours on days tutorials are held – ranging from 1-2 days a week to 5 days a week depending on schedule
- Minimal travel

The information contained in the job description is for compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Edited 7/23