

Position Title:	AVID Tutor (Temporary)	PCN:	
Department/School:	Career and Technology Education	Location/Address:	Varies
Reports to(Title only):	Principal & AVID Coordinator	Work Hours	Varies am to pm
Salary/Position Category:	<input type="checkbox"/> Non-Certified Administrator <input type="checkbox"/> Certified Administrator <input checked="" type="checkbox"/> Non-Exempt Hourly <input type="checkbox"/> Teacher		
Class Title/ DBM (to be completed by HR)		Position # of days	TEMPORARY
Travel Required	Some travel may be required	FLSA Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

Job Description

JOB PURPOSE/REASON:

To support middle and/or high school students in the AVID (Advancement Via Individual Determination) Elective course by providing direct instructional support with the assistance of an AVID Elective teacher. Tutors will work with AVID students in study groups and individually, assisting them in all academic areas. In addition, they will serve as role models to students. Most importantly, AVID tutors will be an active participant in helping guide students toward academic and personal excellence that will reach far beyond their high school years.

REQUIRED QUALIFICATIONS:

EDUCATION: High School Diploma or Equivalent Associate’s Degree Bachelor’s Degree
 Master’s Degree Other

EXPERIENCE & TRAINING:

Previous student tutoring or mentoring experience

LICENSING/CERTIFICATION:

OTHER SKILLS/REQUIREMENTS:

Effective communication skills with students and adults; Excellent writing skills; Strong analytical and problem solving skills; Demonstrated responsibility and reliability; Passionate belief in the ability of all students to graduate college ready

PREFERRED QUALIFICATIONS:

Evidence of enrollment in or earned college credit

SUPERVISION RESPONSIBILITY (IF APPLICABLE):

Direct Reports: ___ # of non-exempt/classified ___ # of exempt/administrators/teachers

Indirect Reports: ___ # of non-exempt/classified ___ # of exempt/administrators/teachers

PRIMARY POSITION RESPONSIBILITIES:

Work individually with students on writing assignments, as well as support student mastery of various content subject areas;
Lead peer critique groups that underscore the principle of collaborative learning;
Assist students in any subject area;
Assist in teaching study skills necessary for college preparation;
Work with students at all phases of the writing process, such as brainstorming, clustering, read arounds, revision, and editing;
Evaluate student binders, including calendars, class and textbook notes, and learning logs;
Communicate regularly with the AVID Coordinator/Teacher regarding student progress and areas of concern;
Assure students complete work in a timely manner;
Establish and maintain rapport with students;
Facilitate student learning in a challenging, yet supportive, tutoring environment;
Set an example of personal excellence and high expectations for all AVID students to follow;
Participate in all required trainings, professional development sessions, and meetings;
Perform other duties as assigned to meet students educational goals.

PRIMARY POSITION RESPONSIBILITIES, CONTINUED:

SECONDARY POSITION RESPONSIBILITIES

PHYSICAL/MENTAL REQUIREMENTS:

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

Department Head		Date	
Associate/Chief/Executive Director		Date	
Superintendent (if applicable)		Date	
Human Resources		Date	