

AVID Tutor Job Description

Position Title: AVID Tutor

Reports To: AVID Coordinator

Position Statement: AVID tutors will support high school students enrolled in the AVID elective course by providing direct instruction of AVID strategies with the assistance of an AVID elective course teacher.

Essential Functions:

Under direct supervision of the AVID coordinator, tutors perform the following tasks:

- Become familiar with the 10-Step AVID tutorial process.
- Participate in all required trainings, professional development sessions, and meetings.
- Become familiar with the textbooks and materials used by AVID students.
- Establish and maintain rapport with students.
- Tutor students in small study groups or individually, assisting them in all subject areas based on the class and text notes they have collected in their AVID Binders.
- Determine from student notes and discussion the concepts that need to be taught or re-taught.
- 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.
- Communicate frequently and honestly with the AVID coordinator regarding student progress and areas of concern.

Calendar: Candidates MUST attend our AVID tutor training. AVID tutorials will take place on Tuesdays and Thursdays starting in September and running through May. There will also be time outside

Time Commitment and Pay: Candidates must be available Tuesdays & Thursdays 8 a.m. - 3:30 p.m. and Fridays 8 - 12 p.m. The pay rate is \$15 per hour.

Building: Niles North and Niles West High Schools

Performance Evaluation: Performance of this job will be evaluated in accordance with the provisions of the District evaluation procedures.

Candidates must apply on-line at www.niles-hs.k12.il.us

Niles Township High Schools District 219 is an equal opportunity employer. It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 219 ensures equal employment opportunities regardless of race, creed, sex, sexual orientation, color, national origin, religion, age or handicap.

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