

# EASTERN CARVER COUNTY SCHOOLS

## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> AVID Tutor	<b>Department:</b> Building
<b>Reports to:</b> Building Principal	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> B-2-1	<b>Bargaining/Work Unit:</b> MSEA Para
<b>Tier/Lane:</b> Tier 5	<b>Position Last Updated:</b> July 2019

### SECTION II: JOB SUMMARY

AVID is a college-readiness program that targets students who are "in the academic middle," but who have potential for higher performance. AVID tutors play an integral role in supporting the students through a rigorous curriculum by serving as role models and mentors, and by taking an active role in developing the academic and personal strength of AVID students. Tutor training will be provided.

Provides support and assistance to students.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Conduct tutorial sessions with groups of students
<b>Percent of Time:</b>	100%	

#### Tasks involved in fulfilling above duty/responsibility:

- Provides academic support for students in rigorous courses
- Assists students in maintaining their AVID binders (calendar, assignment sheets and tutorial request forms)
- Actively participates in collaborative groups and tutorials
- Participates and successfully completes 16 hours of AVID tutor training
- Participates in AVID field trips and motivational activities (when possible)
- Facilitates the tutorial learning process and implement AVID methodologies
- Assists students in the successful completion of high school and college eligibility requirements
- Adheres to district/site policies and procedures

#### Other duties as assigned

### SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Excellent knowledge of a wide variety of subject matter relative to high school courses; particularly in the areas of science, math, and English
- Excellent communication skills (verbal and written) including the ability to convey concepts and learning to secondary students

- Ability to set appropriate boundaries with students according to AVID and District 112 expectations
- Ability to attend 16 hours of AVID tutor training for selected class(es)
- Ability to commit to a year of tutoring for selected classes
- Demonstrated leadership skills and positive role model
- Ability to promote excellence in education and study habits
- Reliable transportation
- Ability to perform routine computer functions, including the use of email, google drive and Microsoft Word
- Prompt, regular and reliable attendance.
- Communicates with students, parents, co-workers, supervisors, and the community in a positive and responsive way that is consistently welcoming and enhances effective work relationships.
- Demonstrates an appreciation of diversity in all interactions and job functions.
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements of Eastern Carver County Schools

## SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school diploma or equivalent
- Current post-secondary education student preferred

## SECTION VI: EXPERIENCE REQUIREMENTS

- Working with high school students

## SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

## SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
<i>Physical</i>		<i>Lifting/Carrying</i>		<i>Exposure to Environ. Conditions</i>	
Standing	F	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	F	Up to 25 pounds	F		
Sitting	C	Up to 50 pounds	O		
Talking in person/on the phone	O	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	O	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	O	Fumes	N
Stooping (bend at waist)	F	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	O			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	F	Varying weather conditions	F
				Sight	
				Vision for close work/ability to adjust	C

Distinguishing smell	N	Very loud noise (i.e. jack hammer, front row rock concert)		focus	
Distinguishing temperature	N		N	Looking at computer monitor	F
Traveling by automobile	N			Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O

**Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.**