

Updated 09. 04. 14

## POSITION DESCRIPTION

**Position:** **Avid Tutor**

**Purpose:** Tutors are key to the success of the AVID program. Tutors from area colleges and universities are trained to use specific teaching methodologies and materials to work with AVID students. Tutors work with AVID students in study groups and individually, assisting them in all academic areas to make progress commensurate with college expectations. Tutoring in AVID is different from any job you have held before. Being part of a program at the forefront of education is highly challenging and requires extraordinary commitment, yet its rewards are many. More than anything else, tutoring in AVID is the best preparation possible for a career in teaching or in any other job which is people oriented.

AVID tutorials take place in small groups that are subject area specific. AVID tutors assist the students achieve their full potential by facilitating collaborative tutorial groups. Tutors use Socratic questioning and collaborative learning techniques to help the students come up with the answers to their questions on their own and by working with fellow students.

**Primary Customers:** **Internal:** All employees  
**External:** Students, parents, and community

**Position Qualifications:** **Education/Certification:**  
High School graduate or equivalent.  
**Experience:**  
Currently from an area college or university and trained to use specific teaching methodologies and materials to work with AVID students.  
**Qualifications**  
AVID tutors should be excellent role models of motivated, organized, successful college students who believe that the AVID students will succeed, too. They should be enrolled at colleges or universities. The tutors should represent balanced academic backgrounds, some liberal arts majors, others science or mathematics majors. The tutors should be people who will work in a supportive manner with secondary students and will be able to understand the delicate position they will occupy; they are advocates of students, yet ultimately they are responsible to the teacher. They must be willing to meet regularly to discuss student progress and to confer with the teacher about future tutorial plans.

All positions are designed to support the **MISSION** of the Eden Prairie School district:  
**Inspiring Each Student Every day.**

## **Essential Responsibilities:**

### **As a tutor, you are making a commitment to:**

- 1) 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.
- 2) Determine from student tutorial worksheets, notes, and discussions the concepts that need to be the focus of tutorial sessions.
- 3) Work with students in any phase of the writing process, such as brainstorming, clustering, read arounds, revision, and editing.
- 4) Allow students to shoulder the responsibility for their own active learning while guiding them with strategies that they will become accustomed to using independently.
- 5) Reinforce the idea that learning extends far beyond mere studying to form the basis for long term accomplishments.
- 6) Assist students in any subject area, by being familiar with students' textbooks and materials and AVID classroom resources.
- 7) Evaluate student binders, including calendars, class and textbook notes, and learning logs.
- 8) Assist in teaching study skills and other aspects of college preparation.
- 9) Take responsibility for the tone and atmosphere of the AVID classroom.
- 10) Acknowledge the individuality of all AVID students and work to develop their academic and personal pride.
- 11) Assist the AVID coordinator as requested, such as contacting teachers regarding course outlines and assignment schedules, helping with field trips, contacting parents, etc.
- 12) Assist in developing a resource file of enrichment materials for use in tutorial sessions.
- 13) Communicate regularly with the AVID coordinator/teacher regarding student progress and areas of concern.
- 14) Set an example of personal excellence and high expectations for AVID students to follow.
- 15)

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modifications to reasonably accommodate individuals with a disability.

### **Terms of Employment:**

Classification Number: MSEA level 3

Hours/Week: 2-5

Days/Year: TBD

**Evaluation: TBD**