

Washington Township Schools

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www.msdwt.k12.in.us



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

JOB DETAILS

Job Title	AVID Tutor – Middle School
Education	College degree or actively enrolled in a 4-year college or university
Location	All MSDWT Middle Schools
Work Schedule	Part-time / Determined by school administration
Calendar Length	School Year, 185 Day Calendar
FLSA Classification	Non-exempt, Hourly employee
Hourly Rate	\$17.00/hr.
Benefits	This position is not eligible for benefits.

JOB EXPECTATIONS & REQUIREMENTS

Position Purpose / Description

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

- Become familiar with the materials in the AVID library.
- Become familiar with the textbooks and materials used by AVID students.
- Tutor students in small groups, 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 discussions the concepts that need to be taught or re-taught.
- Conduct brainstorming sessions.
- Work individually with students in any phase of the writing process.
- Respond to student writing.
- Evaluate student binders, including calendars, class and text notes, book notes, etc.
- Conduct mini-lessons in the process of writing in all subject areas, study skills, and

other aspects of college preparation.

- Contact teachers regarding course outlines and assignment schedules as directed by the AVID teacher.
- Assist in developing a resources file of enrichment materials for use in tutorial session.
- Communicate frequently and honestly with the AVID teacher regarding student progress and areas of concern.

Knowledge, Skills, and Abilities

AVID Tutors should be enrolled at four-year colleges or universities or be college graduates. Tutors should be people who will work in a supportive manner with middle-and/or high-school students to help them succeed in rigorous coursework. They must be willing to meet regularly to discuss student progress and to confer with the AVID students about future plans. The AVID tutors should be excellent role models of motivated, organized, successful college students or graduates who believe that the AVID students will succeed as they did.

PHYSICAL REQUIREMENT	PERCENT OF TIME
	Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Seldom
Ability to carry 25 pounds	Seldom
Amount to lift 25 pounds	Seldom
Amount of force to push/pull up to 25pounds	Seldom
Ability to work at a desk, conference table or in meetings of various configurations	Often
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Very Frequent
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Often
Ability to reach in all directions	Occasional
Climbing	Seldom
Overhead work	Seldom

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.