



## Rock Island-Milan School District 41

### JOB DESCRIPTION

#### Advancement Via Individual Determination (AVID) Tutor/Mentor

#### POSITION INFORMATION:

<b>POSITION TITLE</b>	AVID Tutor/Mentor/Intern
<b>DATE CREATED/AMENDED</b>	August 3, 2023/August 26,2025
<b>DEPARTMENT</b>	Grants, Accountability, & Assessments
<b>LOCATION</b>	Junior High and/or High School
<b>FULL-TIME/PART-TIME</b>	Part-Time (Monday-Friday- between 8 a.m. & 3:00 p.m.)
<b>APPOINTMENT TERM</b>	Annual up to 145 days
<b>FLSA: EXEMPT or NON-EXEMPT</b>	Non-Exempt
<b>REPORTS TO: TITLE of POSITION SUPERVISOR</b>	Lead AVID Tutor
<b>OTHER INFORMATION</b>	Non-Affiliate (\$15.86 per hour)

#### POSITION SUMMARY INFORMATION: *Essential Duties and Requirement Details*

Under direct supervision of the principal, AVID coordinator and with the assistance of the AVID elective teacher, tutors will work with AVID students in study groups and individually, assisting them in all academic areas to make progress commensurate with college expectations.

#### Essential Functions and Responsibilities:

- Take an active role in developing the academic and personal strengths of AVID students
- Serve as a role model/mentor to AVID students by being a lifelong learner, demonstrating appropriate academic and social behaviors, and wearing appropriate attire at all times
- Determine from student's notes and discussions, the concepts that need to be taught or retaught
- Evaluate student binders, including calendars, class and textbook notes, etc.
- Become familiar with the materials in the AVID Curriculum Libraries
- Become familiar with the textbooks and materials used by AVID students
- Become familiar and utilize the 10-step AVID Tutorial process
- Conduct tutorial sessions in all content areas
- Work with students in any phase of the writing process, such as brainstorming, clustering, revision, and editing
- Communicate frequently and honestly with the AVID coordinator/teacher regarding student progress and areas of concern
- Meet regularly to discuss student progress and to confer with the teacher about future tutorial plans.



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### **Required Education:**

- Be enrolled as a current college student seeking a 2 or 4 year degree; or
- Be enrolled in or are a graduate of a technical college or university; or
- Associate's degree; or
- Bachelor's degree

### **Required Qualifications:**

- Excellent organizational skills
- Excellent role model
- Motivated
- Prior experience working with youth
- Experience working with youth from various diverse groups
- Trained to use teaching methodologies

### **Required Knowledge, Skills and/or Abilities:**

- Exhibits professionalism
- Ability to establish and maintain rapport with students
- Work in a supportive manner
- Exhibits good communication skills, oral and written

### **Physical Demands/Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Acknowledgements:**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

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Supervisor Signature

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Date

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Employee Signature

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Date