



**CODE: 74019**  
**UNIT: Temp Hourly**  
**Grade: MCL 001**  
**Step: 51 \$15.00/hr.**  
**FLSA: Non-Exempt**

**CLASSIFICATION**

AVID (Advancement Via Individual Determination) Tutor

**SUMMARY**

Under supervision, the AVID Tutor will assist students in achieving academic goals utilizing AVID methodologies through individual tutoring and/or tutoring in study groups, assist in the preparation of instructional materials, and perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

Must be at least 18 years of age.

Currently Enrolled College Student, with a minimum of 30 Credit hours

**AND**

Minimum 2.5 GPA

*Copy of transcripts must be furnished prior to employment*

**OR**

Prior or current College Enrollment with less than thirty hours, with a minimum 2.5 GPA

**AND**

Completion of AZ Dept. of Education-approved Academic Assessment Test

*Copy of test results must be submitted prior to employment.*

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

**PREFERRED QUALIFICATIONS:**

Prior tutoring experience

**ADDITIONAL REQUIREMENTS AFTER HIRE**

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization

FBI fingerprint background check (at employee's expense).

**ESSENTIAL FUNCTIONS**

**THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.**

Acts as a model of personal excellence and high expectation for the purpose of setting an example for AVID students to follow.

Attends tutor training sessions as required.

Evaluates student binders, including but not limited to calendars, class notes and textbook notes.

Conducts tutorial sessions in assigned subject matter area for the purpose of assisting students in achieving the goals of the assignments.

Conducts mini-lessons in the process of writing in all subject areas, study skills, and other aspects of college preparation.

Provides evaluation of tutorial sessions to student and AVID teacher. Communicates with appropriate personnel regarding student progress and areas of concern.

Assists AVID personal as needed including, but not limited to contacting teachers regarding course outlines and assignment schedules, helping with field trips, contacting parents, developing a resource file of enrichment materials for use in tutorial sessions, etc.

Works with students in any phase of the writing process, such as brainstorming, clustering, revision, and editing.

Examines student notes and discussions for the purpose of determining the concepts that need to be taught or retaught

Adheres to all State, Federal, and TUSD District policies and regulations.

### **MENTAL TASKS**

Communicates. Performs functions from oral and written instructions. Evaluates written materials. Comprehends. Reviews and proofreads documents.

### **PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

### **EQUIPMENT, AIDS, TOOLS, MATERIALS**

Uses office equipment such as computers, telephones, printers, and copiers.

### **WORKING CONDITIONS**

Indoor, Classroom environment. Contact with the students, staff and public. Occasional irregular work schedules. Outdoors as required.

### **SUPERVISORY RESPONSIBILITIES**

None

M:JOB74019

New: 7/14