



JOB DESCRIPTION
SCHOOL DISTRICT U-46
HUMAN RESOURCES

Position / Title: Teacher Level – AVID Tutor	
Bargaining Unit: NON-UNION	Department/Location: Secondary Schools Curriculum & Instruction
Work Days: Varies	Reports To: AVID Administrator (Assistant Principal)
JD Revision Date: 12/07/2022	Supervises: N/A

Function / Position Summary

Provide support for the AVID program to raise the achievement level of participating students and to increase the students' personal benefit from the learning experience.

Job Duties / Responsibilities

- Under the guise of the classroom AVID teacher, utilizes the AVID strategies while working closely with small groups of students to support academic success.
- Tutors and assist students in all subject areas based on the class and text notes they have collected in their AVID binders.
- Facilitates small collaborative learning groups.
- Evaluates student binders, including planners, and text notes.
- Work with students in any phase of the writing process, such as brainstorming, clustering, revision, and editing.
- Serve as a positive role model for students who are working to improve academically and want to attend college.

Education

- College degree
- Two years of tutoring experience is preferred.

Experience / Knowledge

- Ability to work well with middle and/or high school students.
- Ability to communicate effectively.
- Must have high problem-solving ability
- Must have excellent organizational skills.
- Must have strong math and English background.

Physical Demands

- Requires prolonged sitting or standing.
- Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Occasional stooping, bending, and reaching.
- Must work indoors.

Terms of Employment

- Hours vary depending on site needs, but will not exceed four (4) hours per week. Hourly rate as established by the Board of Education.

Employee Signature: _____ **Date:** _____