

**POSTING DATE:** 06/01/2007

**CLOSE DATE:** 05/30/2008

**FACILITY:** AVID Assigned Campus

**POSITION:** AVID Tutor

**JOB DESCRIPTION:** The Avid Campus Tutor will provide tutoring for assigned individuals or small groups on a regular basis (2 to 4 days per week) throughout the academic year with possible longer duration. Students will be assigned to the tutor by the campus principal or Advancement via Individual Determination (AVID) coordinator. AVID Tutors will be trained to tutor with the Socratic Method and work with small groups of middle school or high school students under the supervision of a teacher in an AVID classroom during the school day. Tutors serve as guides and facilitators of students' learning through questioning, writing, and thinking and discussing. Students will be assigned to the tutor by the campus principal and the Advancement via Individual Determination (AVID) Campus Coordinator. Individuals in these temporary, part-time positions work with students in middle and high school. AVID tutors serve as excellent role models of motivated, organized, successful college students who believe that AVID students can and will succeed. AVID campus tutors work in a supportive manner with secondary students, are advocates of students, yet ultimately they are responsible to the teacher. AVID campus tutors must be willing to meet regularly to discuss student progress and to confer with the teacher about future plans. Some positions at the high school level have an emphasis in math requiring knowledge of Geometry, Algebra II, Trig/Pre-Calculus, and Calculus. Others have an emphasis in science requiring knowledge of Biology, Chemistry, Anatomy, and Physics. Typical positions work three or four days a week at either the middle or high school level. Hours vary but are no more than fifteen hours per week. Hours are typically on Tuesday and Thursday, with some time as well on Friday.

**OTHER INFORMATION:** Mental Demands/Physical Demands/Environmental Factors: Maintain emotional control under stress. Work assignments may require the substitute teacher to work inside or outside. Work environment may be noisy, work alone, some biological exposure (insects, mold, fungi, bacteria, plants, etc.). Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment. Other physical demands include: repetitive hand motions, hearing, speech, and visual acuity, distinguishing colors.

The current wage for this position is \$12.00 per hour when working as an AVID Tutor. This position is not on the Support Staff Salary Schedule. This is a temporary position with no benefits. Months and hours may vary depending on assignment. **\*\*All applicants must complete the accompanying Job Match Profile for full consideration**

**DUTIES AND RESPONSIBILITIES:** (Illustrative, not inclusive)

Under the direct supervision of the AVID coordinator/teacher, tutors perform the following types of tasks

1. Tutor students in small study groups, assisting them in all subject areas based on the class and text notes they have collected in their AVID binders.

2. Determine from student notes and discussions the concepts that need to be taught or re-taught.
3. Evaluate student binders, including calendars, class and text notes, book notes, etc.
4. Become familiar with the materials in the AVID Libraries.
5. Conduct mini-lessons in the process of writing in all subject areas, study skills, and other aspects of college preparation.
6. Conduct brainstorming and clustering sessions.
7. Lead peer critique groups in the Writing Conference.
8. Contact teachers regarding course outlines and assignment schedules as directed by the AVID coordinator/teacher.
9. Communicate frequently and honestly with the AVID coordinator/teacher regarding student progress and areas of concern.
10. Attend all required tutoring training.
11. Determines from teacher directions and evaluation of student work, the concepts that need to be the focus of tutorial sessions.
12. Conducts tutorial sessions.
13. Supports students in all stages of the learning process.
14. Utilization of Socratic questioning and writing techniques.
15. Tutors students in the skills that will allow them to read and understand a variety of materials.
16. Assists professional in the instructional program in maintaining discipline and encouraging acceptable behavior.
17. Exhibit a positive role model for students that supports the mission of the school district.
18. Establish and maintain control in the classroom and administer discipline in accordance with board policies, administrative regulations, and campus policies and rules.
19. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
20. Maintain a cooperative, professional relationship with all colleagues, students, parents, and community members.

21. Must be flexible to meet the needs of the school.
22. Use acceptable communication skills to present information accurately and clearly.
23. Keep informed of and comply with district and school regulations and policies.
24. Maintain prompt and regular attendance for each assignment.

**JOB  
QUALIFICATIONS:**

Successful college students (preferred); strong math and English background, evidenced by college transcript or science skills are especially welcome.; Must have own transportation; Mandatory Paid Tutor Training Sessions or  
Education/Certification:  
Education Certification or 48 college hours to degree from accredited college or university preferred  
Retired teachers

**Special Knowledge/Skills:**

Ability to assist teachers with modifying learning materials and activities to meet the needs of individuals with different ability levels, learning styles, or language backgrounds.  
Ability to objectively gather and report relevant information about students to assist in the planning process.  
Ability to use copy machines, computers and other equipment to prepare learning materials and resources.  
Ability to learn and apply school rules, regulations and procedures  
Ability to interpret and apply oral and written instruction.  
Ability to assist in enforcing safety rules, standards of courtesy and behavior expected of students.  
Ability to maintain confidentiality.  
Ability to perform several different tasks and determine priorities.  
Ability to plan and organize work.  
Ability to perform routine record keeping.  
Ability to recognize and report hazards and apply safe work methods.  
Ability to work flexible hours and shifts.

**Experience:**

Such alternatives to the above qualifications as the administration may find appropriate and acceptable