

AVID Tutor

Purpose Statement

The job of AVID Tutor is done for the purpose/s of serving as a role model and specialty tutor; guide students toward academic and personal excellence; and serve as an active participant in the learning, growth, and personal development of students.

Essential Functions

- Confers with teachers for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Evaluates students learning tools and/or materials (e.g. binders, calendars, class/text book notes, etc.) for the purpose of determining the need for further individualized assessment and/or specialized aid.
- Performs record keeping and clerical functions (e.g. scheduling, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing records/materials.
- Provides direct instructional services to students under the supervision of the AVID teacher for the purpose of implementing goals for remediation of math, language, and reading deficits.
- Researches resources and methods (e.g. intervention and instructional techniques, assessment tools and methods, tutoring skills, etc.) for the purpose of determining appropriate instructional approach for students under the supervision of the AVID teacher.
- Responds to inquiries for the purpose of solving problems, providing information and/or referral.
- Tutors students (e.g. writing process in all subject areas, from student notes determine the concepts that need to be taught, or re-taught, etc.) for the purpose of providing assistance that will aid in the students' success in school as well as entrance to post-secondary education.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; business telephone etiquette; and concepts of grammar and punctuation.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting

priorities; meeting deadlines and schedules; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working with immediate supervision; providing information and/or advising others; operating within a defined budget. .

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is not required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Non Exempt

Approval Date

4/15/2010

Salary Grade

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