

AVID Tutor Job Description:

Under the general supervision of the principal and AVID coordinator and the immediate supervision of the AVID elective teacher, AVID Tutors assist students in academic subjects in order to develop habits of mind and higher standards of academic achievement among students which will increase postsecondary educational options upon high school graduation. AVID Tutors are distinguished from other Tutors and Instructional Aides/Assistants in that AVID Tutors are trained in the use of AVID strategies to enhance academic performance of targeted high school students and serve as role models and mentors.

Essential Duties:

- Take an active role in developing the academic and personal strengths of AVID students.
- Serve as a positive role model/mentor to students.
- Determine from student's notes and discussions, the concepts to teach or reteach.
- Become familiar with the textbooks and materials used by AVID students and those in the AVID Curriculum Libraries .
- Conduct tutorial sessions in subject areas individually or in small groups or.
- Set an example of personal excellence and high expectations for AVID students to follow. E 0. Communicate frequently and honestly with the AVID coordinator/teacher regarding student progress and areas of concern.
- Assist in the development and preparation of AVID instructional materials for tutorial sessions.
- Review the performance and work of students in tutorials.
- Meet and communicate with the AVID coordinator and/or teachers regarding student progress, course outlines, and assignment schedules.
- Assist in teaching study skills and other aspects of college preparation.

Other Job Functions:

- AVID Tutors will guide students toward academic and personal excellence that will reach far beyond their secondary school years. AVID Tutors will be active participants in the learning, growth, and personal development of students with the goal of preparing students to successfully attend college.
- AVID Tutors will support high school students enrolled in the AVID elective course by providing direct instructional support to students with the assistance of an AVID elective course teacher. In addition, they will serve as role models to students.

Qualifications:

- Enrolled in or completed a high school degree or college program at an accredited college or university and maintain a minimum 3.5 GPA. Transcript confirmation is required.
- Knowledge of specialized fields, such as Mathematics, Science, and Spanish language.
- Usage of correct English spelling, grammar and punctuation.
- Motivated and organized.

- Demonstrated responsibility and reliability.
- Comfortable working with a diverse student population.
- A desire to make a difference in the lives of students.

Ability to:

- Follow oral and written directions; communicate effectively with others.
- Relate to pupils with multicultural backgrounds.
- Learn basic tutoring strategies and instructional methodology.
- Serve as a motivated, organized and successful role model for high school students.
- Maintain a consistent professional demeanor with students.
- Motivate students using mature judgment, initiative, tact, flexibility and emotional stability.
- Lead group discussion.
- Familiarize yourself with AVID instructional materials.
- Successfully complete AVID training program by the AVID Coordinator within 3 months of start date.
- Provide positive support for students, in individual and small group settings.
- Attend all tutor training sessions, meetings or other required events.
- Report to the school site in accordance with the established hours of work which were agreed upon with the supervisor.
- Report absences in the prescribed manner (Contact your school site).
- Cooperate fully with district staff, site counselors, teachers and administrators.