

AVID Tutor Position Description

Purpose: Tutors are key to the success of the AVID program. Tutors work alongside teachers and are trained to use specific teaching methodologies and materials to work with students who participate in the AVID Elective program. Tutors work with students in peer study groups. Tutors assist students to identify challenging and confusing content from their courses and coach them in a supportive process to find solutions and answers. It is a collaborative process that supports students to learn how to study in a group setting.

Primary Customers: **Internal:** All employees
 External: Students, parents, and community

Position Qualifications: **Education/Certification:**
 · High School graduate or equivalent.

Experience: Adults who are interested in supporting student learning
Experience with, or open to be trained to use specific teaching methodologies and materials to work with AVID students.

- **Qualifications:**
 - AVID tutors should be excellent role models who believe that all students can succeed
 - Should be people who will work in a supportive manner with secondary students and will be able to understand that they are advocates of students, yet ultimately they are responsible to the teacher
 - Must be willing to meet regularly to discuss student progress and to confer with the teacher about future tutorial plans.

All positions are designed to support the **MISSION** of the Eden Prairie School district:
Inspiring Each Student Every day.

Essential Responsibilities:

As a tutor, you are making a commitment to:

- 1) Conduct tutorial sessions that underscore the principle of collaborative learning and the practice of students teaching other students through discussion of class and text notes.
- 2) Determine from student tutorial worksheets, notes, and discussions the concepts that need to be the focus of tutorial sessions.
- 3) Work with students in any phase of the writing process, such as brainstorming, clustering, read arounds, revision, and editing.
- 4) Allow students to shoulder the responsibility for their own active learning while guiding them with strategies that they will become accustomed to using independently.
- 5) Reinforce the idea that learning extends far beyond mere studying to form the basis for long term accomplishments.
- 6) Assist students in any subject area, by being familiar with students' textbooks and materials and AVID classroom resources.
- 7) Evaluate student binders, including calendars, class and textbook notes, and learning logs.
- 8) Assist in teaching study skills and other aspects of college preparation.
- 9) Take responsibility for the tone and atmosphere of the AVID classroom.
- 10) Acknowledge the individuality of all AVID students and work to develop their academic and personal pride.
- 11) Assist the AVID coordinator as requested, such as contacting teachers regarding course outlines and assignment schedules, helping with field trips, contacting parents, etc.
- 12) Assist in developing a resource file of enrichment materials for use in tutorial sessions.
- 13) Communicate regularly with the AVID coordinator/teacher regarding student progress and areas of concern.
- 14) Set an example of personal excellence and high expectations for AVID students to follow.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modifications to reasonably accommodate individuals with a disability.

Terms of Employment:	Classification Number: MSEA Level 3
	Hours/Week: Varies
	Days/Year: Varies

Evaluation: TBD