



JOB DESCRIPTION
AVID TUTOR
Post-Secondary Success
Equity & Innovation

POSITION GROUP: NON-UNION

POSITION TITLE: AVID TUTOR

DEPARTMENT: POST-SECONDARY SUCCESS

REPORTS TO: BUILDING LEADERSHIP

SUPERVISES: N/A

POSITION GOAL(S):

Provide leadership, coordination, and 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 / ACCOUNTABILITIES:

1. Under the supervision of the classroom AVID teacher, utilizes the AVID strategies while working closely with small groups of students to support academic success.
2. Facilitate tutorials and assist students in all subject areas based on the class and text notes they have collected in their AVID binders.
3. Facilitate small collaborative learning groups.
4. Evaluate student binders, including planners, notes, and other student activities.
5. Work with students in the writing process, such as brainstorming, draft, revision, and editing.
6. Serve as a positive role model for students who are working to improve academically and want to attend college.
7. Potential to help facilitate AVID events (college visits, cultural events, opening of school activities and events, and parent nights).
8. Perform other duties as assigned.

EXPERIENCE / KNOWLEDGE:

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

EDUCATION:

1. High school diploma required
2. Students in college or with a college degree preferred.
3. Tutoring experience preferred.



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AVID TUTOR
SECONDARY SCHOOLS CURRICULUM AND
INSTRUCTION

PHYSICAL DEMANDS:

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

TERMS OF EMPLOYMENT:

This is a part-time position. Hours vary depending on site needs (up to 15 hours per week). Hourly wage as established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support service personnel.

JOB DESCRIPTION CREATION / REVISION DATE: 7/9/24

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____