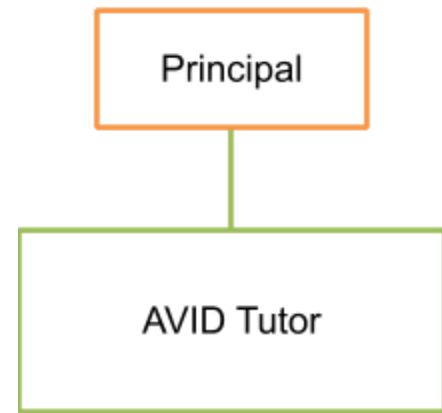


AVID TUTOR

Job Title:	AVID Tutor
Initial:	
Revised:	
Work Year:	Part-time School Year
Office:	Education
Department:	Assigned School
Reports To:	Principal
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 10

Related Organization Chart



POSITION SUMMARY: The AVID Tutor works under the direction of the AVID elective teacher to facilitate and coach small groups of students engaged in academic problem-solving. Interacts as an academic coach to further student understanding and deepen their learning on a variety of academic subjects, to improve students' performance in the assigned academic subjects.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Facilitates AVID elective tutoring sessions in small study groups or individually, assisting them in all subject areas based on the class and text notes they have collected in their AVID binders
- Assists with the preparation, reinforcement, and presentation of materials related to the instructional programs for the subject areas taught
- Provides academic support to assigned students in a challenging, yet supportive, tutoring environment
- Determines from student notes and discussions, learning concepts needing to be taught or retaught
- Evaluates student binders, including calendars, class, and textbook notes
- Becomes familiar with the material in the AVID curriculum libraries, textbooks, and materials used by AVID students and the AVID website resources
- Assists in developing a resource file of enrichment materials for use in tutorial sessions
- Conducts tutorial sessions and mini-lessons in the process of writing and reading in all subject areas, study skills, and other academic aspects of college preparation

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Works with students in any phases of the writing process, such as brainstorming, clustering, revision, editing, and as a model themselves in the practice of close reading strategies
 - Sets an example of personal excellence and high expectations for all AVID students
 - Communicates frequently and honestly with the AVID coordinator/AVID elective teacher regarding academic progress and areas of concern
 - Acts as a role model and mentor for students
 - Perform other duties as assigned

Supervision & Technical Responsibilities:

- This position does not supervise other employees

Budget Responsibility:

- This position does not have any direct budget responsibility

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and abilities required for this position:

Education & Training:

- Completion of at least 12 college semester hours OR current enrollment as a full-time (12 semester hour minimum) college student
- Sixteen (16) hours of AVID training will be provided by the School District.

Experience:

- No experience required; previous experience working with adolescents preferred

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills
- Strong math and English skills
- Work effectively with others from a variety of backgrounds
- The ability to serve as a role model to students and demonstrate professionalism at all times
- Follow written and oral instructions
- Apply basic tutoring methods
- Teach specific strategies for critical thinking and higher-level inquiry
- Provide meaningful and motivating professional development.
- Follow the assigned course plan
- Effectively organize and prioritize workload
- Write clear, concise reports, lesson plans, and other materials
- Deliver oral presentations in a logical and persuasive manner
- Critical thinking and problem-solving skills
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to maintain excellent attendance
- Ability to understand and follow complex oral and written instructions
- Ability to perform responsibilities without the necessity of close supervision
- Must be proficient in the use of personal computers and typical software applications, including Microsoft Word, Excel, Gmail, and PowerPoint

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire

OTHER WORK FACTORS

The physical demands, work environment factors, and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to lift, carry, push, pull, bend, twist, stoop, walk, run, stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and move up to 15 pounds frequently.

Work Environment: While performing the duties of this job, the employee will work primarily in an office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute, and negotiate.