

## **AVID Tutor (Advancement via Individual Determination)**

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### **QUALIFICATIONS**

#### **A. REQUIRED**

- High School diploma or GED **and**;
- Enrolled in or graduate of an accredited college or university
- Must be at least 18 years of age

#### **B. DESIRED**

- Prior tutoring experience
- Strong Math and English background as evidenced by college transcript
- 2.5 college/university GPA

### **SUMMARY**

Under direct supervision of the principal, AVID coordinator, and/or teacher, AVID Tutors assist identified students in academic subjects in order to develop higher standards of academic achievement among students to increase post-secondary educational opportunities upon high school graduation. AVID Tutors assist in the preparation of instructional materials and perform other related duties as assigned.

Reports to: School Principal

### **ESSENTIAL FUNCTIONS**

- Take an active role in developing the academic and personal strengths of AVID students
- Serve as a positive role model/mentor to students
- Set an example of personal excellence and high expectations for AVID students to follow
- Determine from student notes and discussions, the concepts that need to be taught or retaught
- Evaluate student binders, including calendars, class and textbook notes, etc.
- Become familiar with the materials in the AVID Curriculum Libraries
- Become familiar with the textbooks and materials used by AVID students
- Conduct tutorial sessions in all subject areas individually or in small groups
- Assist in the development and preparation of AVID instructional materials for tutorial sessions
- Review the performance and work of students in tutorial
- Conduct mini-lessons in the process of writing in all subject areas, study skills, and other aspects of college preparation
- Work with students in any phase of the writing process, such as brainstorming, clustering, revision, and editing
- Communicate frequently and honestly with the AVID coordinator/teacher regarding student progress and areas of concern
- Exhibit patience, courtesy and tact when dealing with others
- Promote and support District-wide educational advancement in 21<sup>st</sup> Century Skills



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- Integrate knowledge and skills that are relevant to the 21<sup>st</sup> Century.
- Perform related duties as assigned

**MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to read, write and comprehend
- Ability to analyze and problem solve
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop and occasionally carry up to 20 pounds
- Ability to operate digital office and classroom equipment
- Ability to use mature judgment, initiative and creativity
- Ability to work cooperatively with teachers