



## **ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID) TUTOR**

### **GENERAL RESPONSIBILITIES**

Under the direct supervision of the Office of Student Support Services, elective teacher(s), and school administrators, the AVID tutor is responsible for facilitating the AVID program related to tutorial learning process, implementing methodologies, and supporting the college readiness system at middle and high schools during the school day. AVID tutors provide supplemental instructional tutoring services to assigned students individually and/or in study groups.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Participate and take an active role in developing the academic and personal strength of students.
- Learn and practice AVID instructional strategies to develop students' writing, inquiry, collaboration, organization, and reading (WICOR) skills.
- Facilitate the group tutorial and inquiry learning process and assist students in subject areas such as mathematics, science, social studies, and English.
- Confer with elective teacher(s) concerning AVID strategies and materials to meet students' academic needs.
- Evaluate student binders, including calendars, agendas, assignment sheets, tutorial request forms, Cornell notes from core classes, and learning logs.
- Assist students in the successful completion of college eligibility requirements and in becoming college ready.
- Provide academic support for students in rigorous courses.
- Encourage students to enroll in a college or university after high school graduation.
- Serve as a role model/mentor to students.
- Uphold the tone and atmosphere of the classroom set by the elective teacher(s).
- Assist students in developing personal pride in their work to be academically successful and prepared for college.
- Communicate with the elective teacher(s) and school and division administrators regarding student progress, interventions, and areas of concern.
- Participate in AVID field experiences, motivational activities, and community service projects with students whenever possible.
- Model attributes of the ideal AVID student who is motivated, organized, punctual, and collaborative.
- Actively participate in AVID professional learning called Tutorology and classroom coaching to refine instructional practice and deepen understanding of AVID strategies and methodologies.
- Perform related work to support the college readiness system at the request of the AVID elective teacher, school administrator, and instructional specialist.
- Adhere to district/site policies and procedures.
- Perform related work as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have a knowledge of child guidance principles and practices and safe practices in classroom and playground activities; knowledge of basic subjects taught including pre-algebra, algebra, grammar, spelling, language, reading, and writing process. Must have the ability to follow oral and written directions; communicate effectively with faculty, students, and staff; and learn and practice AVID strategies and instructional methodology. Must be able to perform simple clerical and material organization tasks; serve as a motivated, organized and successful college student role model for students; maintain a consistent, positive, and professional rapport with students; assist with the development and implementation of student educational plans; motivate students using responsible judgment, initiative, tact, flexibility, and emotional intelligence.

### **EDUCATION AND EXPERIENCE**

**Required:** Must be an enrolled college student attending an accredited college/university with at least 30 college credit hours and a minimum 2.8 GPA.

**Preferred:** Enrollment in a program that will lead to a teaching credential is desirable.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with students, employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, stooping, grasping, fingering, repetitive motion, and reaching. Occasional standing and running. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

- Participate in required AVID tutor professional learning.
- Access to a computer/laptop/tablet and Wi-Fi to support students in a virtual environment is preferred.
- Regular and reliable attendance is an essential function of this position.
- Possession of a valid driver's license