



Job Title: AVID Tutor **Wage/Hour Status:** Nonexempt

Reports To: AVID Site Coordinator/ Teacher **Pay Grade:** \$12.00
AVID District Coordinator

Dept. /School: Middle and/or High School Campuses **Revised:** 8/2//10

Primary Purpose:

AVID tutor will regularly facilitate small tutorial groups using AVID methodologies under the supervision of the AVID elective teacher. The AVID tutor will serve as an example of a motivated, organized and successful college student.

Qualifications:

Education/Certification

High School Diploma or GED

Current College Student (with a minimum 2.50 GPA; freshman must

provide proof of enrollment and must have taken an advanced course in high school)

Special Knowledge/Skills:

Ability to work well with middle and/or high school students

Ability to communicate effectively

Major Responsibilities and Duties:

Instructional Support:

1. Facilitate small group tutorials within the AVID elective class using the AVID methodologies
2. Provide evaluation of tutorial session to student and AVID elective teacher
3. Assist teacher with tutorial preparation
4. Evaluate student binders weekly
5. Serve as a role model to students

Student Management:

6. Help maintain a neat and orderly classroom
7. Communicate frequently and honestly with the AVID elective teacher regarding student progress and areas of concern

Other:

8. Complete 16 hours of tutor training
9. Participate in AVID field trips, motivational activities and site team meetings (as needed)
10. Perform other duties as assigned by the supervisor and/ or coordinator

Equipment Used:

Copier, personal computer and audiovisual equipment

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain enthusiasm and support for the AVID program goals and

AVID students. Maintain emotional control under stress. Infrequent moderate standing, stooping, bending and lifting. An indoor work environment.