



Job Title:	AVID Tutor	Wage/Hour Status:	Non-Exempt
Reports To:	AVID Site Coordinator/ Teacher AVID District Coordinator	Pay Grade:	\$12.00
Dept. /School:	Middle and/or High School Campuses	Revised:	9/30/2011

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. Indoor work environment.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required