

## Short Term-AVID Tutor

### DEFINITION:

Under the direction of the Coordinator of College and Career Readiness Counseling, will tutor high school and/or middle school students in AVID elective classes, evaluate student binders, and coordinate student assignments with teachers. AVID Tutors are distinguished from other tutors and instructional aids in that AVID Tutors are trained in the use of AVID strategies to enhance academic performance of high school students and serve as a role model and mentor.

Advancement Via Individual Determination (AVID) is an educational program for middle and high school students that supports student preparation for college through an academic elective course that teaches necessary learning skills, reinforces the academic core, and encourages rigorous student course taking.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Other duties may be assigned

- Take an active role in developing the academic and personal strengths of AVID students.
- Serve as a positive role model/mentor to students.
- Determine from student's notes and discussions, the concepts to teach or reteach.
- Review student class and textbook notes, binders, and calendars.
- Become familiar with the textbooks and materials used by AVID students and those in the AVID Curriculum Libraries.
- Conduct tutorial sessions in all subject areas individually or in small groups.
- Conduct mini lessons in the writing process in all subject areas, study skills, and other aspects of college preparation.
- Set an example of personal excellence and high expectations for AVID students to follow.
- Assist students in all phases of the formal writing process, including brainstorming, clustering, revision, and editing.
- Communicate frequently and accurately with the AVID coordinator/teacher regarding student progress and areas of concern.
- Assist in the implementation and preparation of AVID instructional materials for tutorial sessions.
- Review the performance and work of students in tutorial.
- Meet and communicate with the AVID coordinator and/or teachers regarding student progress, course outlines, and assignment schedules.
- Assist in providing enrichment materials and resources to students.
- Performs other related duties as assigned.

### QUALIFICATIONS GUIDE:

#### Knowledge of:

- Child guidance principles and practices
- Safe practices in classroom activities.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading., evidenced by college transcripts.
- Basic instructional methods and techniques. To tutor students individually or in small groups.
- Correct usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment.
- Oral and written communication skills.

- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- General concepts of child growth and development and child behavior characteristics.
- Techniques used in controlling and motivating students.

**Ability to:**

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Assist with reading and writing activities as assigned.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Speak, read and write in English.
- Operate standard office and classroom equipment.
- Observe health and safety regulations.
- Maintain records and files.
- Assume responsibility for supervising students.
- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Perform routine clerical work.
- Demonstrate an understanding, patient, warm and receptive attitude toward children.

**EDUCATION/EXPERIENCE**

Any combination equivalent to: graduation from high school and/or some experience working with children in an educational organized setting, and/or current college enrollment at an accredited college or university. Incumbents are encouraged to participate in courses, seminars and workshops in the area of instructional services, psychology or guidance.

**LICENSES AND OTHER REQUIREMENTS**

- Proof of passage of the CBEST, or proof of an AA degree or higher from an accredited institution in the US or successful passage of the District's Proficiency Test or meet cut scores for ACT/SAT (ACT-23 Math, 22 English; SAT-550 Math, 500 English).