

North Monterey County Unified School District

Position Title:	Advanced Via Individual Determination (AVID) Tutor
Department:	Educational Services
Reports To:	Coordinator Professional Development & New Teacher Support
Salary:	\$16.00/hour

SUMMARY

Under the direction of the Coordinator of Professional Development & New Teacher Support, AVID tutors will guide students toward academic and personal excellence that will reach far beyond their secondary school years. AVID tutors will be active participants in learning, growth, and personal development of students with the goal of preparing students to successfully attend college.

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.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

GENERAL DUTIES & RESPONSIBILITIES:

- Support middle and high school students enrolled in the AVID elective course by providing direct instructional support to students with the assistance of an AVID elective course teacher.
- Trained in the use of AVID strategies to enhance academic performance of students and serve as role models and mentors.
- Work with small groups of middle school and/or high school students during tutoring sessions
- Attend training classes and utilize AVID learning strategies
- Work collaboratively with classroom teachers and staff in the support of a positive tutoring learning environment
- Facilitate student learning in a challenging and supportive tutoring environment
- Determine from student notes and discussions the concepts that need to be taught or reviewed
- Teach mini-lessons
- Assist in study skills and other skills necessary for college preparation
- Evaluate student binders, including calendars, class and textbook notes, etc.
- Assure students complete work in a timely manner
- Become familiar with materials used by AVID students
- Conduct tutorial sessions in all subject areas
- Set an example of personal excellence and high expectations for AVID students to follow
- Communicate frequently and honestly with the AVID coordinator/teacher regarding student progress and any areas of concern

MINIMUM QUALIFICATIONS

- At least 18 years of age

- Currently enrolled in College/University with minimum 2.5 GPA (copy of transcript required) or Graduated with a bachelor's degree
- Passionate belief in the ability of all students to graduate college-ready
- Work a minimum for 2 hours per week spread across 1-2 days per week.
- Work directly with students as well as attend tutor trainings.
- Effective communication skills with students and adults
- Have own transportation

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to bend, kneel, crouch, stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may occasionally lift and/or move up to 25 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors and may work outdoors. The noise in the environment is usually mild to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Note: Minimum qualifications may be waived on a case-by-case basis by the Superintendent and his/her designee in sole and absolute discretion.

Board Approved: