



Job Title (short): AVID Tutor

Job Title (long): Tutor for the Advancement Via Individual Determination (AVID) Program

Pay Grade/Days: To be determined

Reports to: Campus Principal and AVID Site Coordinator

Campus: The current AVID campus is Mann Middle School

About AVID: 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.

Primary Purpose:

Provide students supplemental instructional services with appropriate learning activities in targeted areas of core curriculum to help fulfill their potential for intellectual growth. Tutoring will occur with individuals or small groups of students to provide supplemental instructional services to close learning gaps. AVID tutors will support students enrolled in the AVID elective course by providing direct instructional support to students with the assistance of an AVID elective course teacher. In addition, they will serve as role models to students. Tutors will work a minimum of 2 hours per week, spread out over 1-2 days per week. Approximately 90 minutes per week will be spent directly with students. AVID tutors are critically essential to student success in the *AVID* elective course and beyond!

Qualifications:

Education:

- Bachelor's degree or evidence of earned college credit in the field of education;
- OR successful enrollment in a science, math, or liberal arts Bachelor's program.

Certification:

- Valid Texas teaching certificate preferred but not required;

- Demonstrated competency in the core academic subject area assigned.

Special Knowledge/Skills:

- Knowledge of academic needs of students in assigned area;
- Demonstrated competency in the core academic subject area assigned;
- Passionate belief in the ability of all students to graduate college-ready;
- Former AVID program participation or experience working with a school or community-based academic support program preferred;
- Effective communication skills with students and adults;
- Excellent writing skills;
- Strong analytical and problem solving skills;
- Demonstrated responsibility and reliability.

Experience:

- Previous student tutoring or mentoring experience preferred.

Major Responsibilities and Duties:

- Through student notes and discussions, and/or collaboration with the AVID teachers, determine the concepts that need to be taught or retaught and develop an instructional support plan for each student assigned.
- Work individually with students on writing assignments, as well as support student mastery of various content subject areas.
- Lead peer critique groups that underscore the principle of collaborative learning.
- Assist students in any subject area, by being familiar with students' textbooks and materials and AVID classroom resources.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.

- Evaluate student binders, including calendars, class and textbook notes, etc.
- Assist in teaching study skills and other skills necessary for college preparation.
- Document daily: students tutored, times tutored, and skills addressed and assessed.
- Work with students in all phases of the writing process, such as brainstorming, clustering, revision, and editing.
- Respond to student writing with helpful verbal and written comments.
- Help students order learning priorities.
- Create a work environment conducive to learning and appropriate for the physical, social, and emotional development of each student.
- Consult with AVID teachers regarding management of student behavior according to student behavior plans.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Communicate regularly with the AVID coordinator/teacher regarding student progress and areas of concern and confer with the teacher about future tutorial plans.
- Assure that students complete work in a timely manner.
- Establish and maintain rapport with students.
- Facilitate student learning in a challenging, yet supportive, tutoring environment.
- Set an example of personal excellence and high expectations for all AVID students to follow.
- Maintain a professional relationship with staff and students.
- Be a positive role model for students and support mission of school district.
- Use effective communication skills to present information accurately and clearly.

- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- If required, maintain a daily “Extra Duty Request” form to reflect actual time spent tutoring. Complete and sign the form at the end of each week.
- Participate in all required AVID trainings (i.e. Cornell Notes, AVID Tutorology, etc.)
- Performs other duties as assigned to meet student’s educational goals.

Supervisory Responsibilities: None.

Working Conditions/Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling and pushing.
- Moving small stacks of textbooks, media equipment, desks, and other classroom equipment.