



Job Title: **AVID Tutor**

Department: **Various Schools**

Supervisor: **Director, Coordinator or Supervisor**

Pay Structure: **MISC L**

Schedule: **up to 17 hours/ 180 days** Evaluation Group: **JCES MISC**

FLSA Classification: **Non-exempt**

This position is paid by soft funds on a year to year contract. There is no guarantee of continued employment.

JOB DESCRIPTION

AVID tutors conduct group tutorials that help students think critically, ask probing questions, comprehend rigorous curriculum, and develop study and organizational skills. As role models and mentors, AVID tutors show by example that a college education is attainable.

AVID (Advancement Via Individual Determination) is a national college preparatory program whose mission is “to close the achievement gap by preparing all students for college readiness and success in a global society” (www.avid.org).

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Determine from teacher directions and evaluation of student work, the concepts that need to be the focus of tutorial sessions.
- Encourage all students to participate in the tutorial questioning process.
- Facilitate tutorial sessions.
- Support students in all stages of the learning process.
- Utilize Socratic questioning and writing techniques.
- Tutor students in skills that will allow them to read and understand a variety of materials.
- Assist teacher in maintaining discipline and encouraging acceptable behavior.
- Evaluate student binders, including calendars, class and textbook notes, etc.
- Set an example of personal excellence and high expectations for AVID students.
- Communicate frequently and honestly with the AVID coordinator and teacher regarding student progress and areas of concern.
- Perform other tasks related to the position as assigned.
- Complete 16 hours of tutorial training.
- May perform a variety of duties.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check
- Candidates must have two years of college or equivalent experience (current college students preferred).
- A strong background in math and English is desirable.
- Ability to work flexible hours (all during the school day) and shifts at different schools.
- Ability to work a consistent number of hours per week.
- Ability to plan and organize work.
- Ability to objectively gather and report relevant information about students to assist in the planning process.
- Ability to perform routine record keeping.
- Ability to maintain confidentiality.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Incumbent may oversee activities on the playground in all weather conditions and must remain alert to possible hazards.
- Requires ability to lift a minimum 20 pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020