

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: AVID TUTOR

BASIC FUNCTION:

Under the general supervision of the principal and AVID coordinator and the immediate supervision of the AVID elective teacher, AVID Tutors assist identified students in academic subjects in order to develop habits of mind and higher standards of academic achievement among students which will increase postsecondary educational options upon high school graduation. AVID Tutors are distinguished from other Tutors and Instructional Aides/Assistants in that AVID Tutors are trained in the use of AVID strategies to enhance academic performance of targeted high school students and serve as role models and mentors.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that might be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Tutor students in small study groups, assisting them in all subject areas based on the class and text notes they have collected in their AVID binders; Evaluate student binders, including calendars, class and text notes, book notes, etc.; Determine from student notes and discussion the concepts that need to be taught or re-taught
- Become familiar with the materials in the AVID Libraries
- Conduct mini-lessons in the process of writing in all subject areas, study skills, and other aspects of college preparation Conduct brainstorming and clustering sessions
- Lead peer critique groups
- Contact teachers regarding course outlines and assignments schedules as directed by the AVID coordinator/teacher
- Communicate frequently and honestly with the AVID coordinator/teacher regarding student progress and areas of concern
- Attend all required tutoring training sessions
- Determine from teacher directions and evaluation of student work, the concepts that need to be the focus of tutorial
- Tutor students in the skills that will allow them to read and understand a variety of materials; Conduct tutorial sessions; Support students in all stages of the learning process
- Utilize Socratic questioning and writing techniques
- Assist teacher in maintaining discipline and encouraging acceptable behavior; establish and maintain control in the classroom
- Exhibit a positive role model for students that supports the mission of the school district

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent is required.
- Proof of current college enrollment status at an accredited college or university or completed a degree or graduate program at an accredited college or university.
- Must have maintained a minimum 2.5 GPA, evidenced by college transcript.

- Must have a strong math and English language arts background, evidenced by college transcripts.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Formal writing process.
- Basic principles of organization and human motivation.
- Multiple subject areas.

ABILITY TO:

- Follow oral and written directions; and communicate effectively with others.
- Ability to relate to pupils with multicultural backgrounds.
- Use AVID tutoring strategies and instructional methodology.
- Serve as a motivated, organized and successful college student role model for middle/high school students.
- Maintain a consistent professional demeanor with students.
- Motivate students using mature judgment, initiative, tact, flexibility and emotional stability.
- Lead group discussion and tutorials.
- Familiarize with the AVID library and instructional materials.
- Successfully complete AVID training program by the AVID coordinator within 6 months of start date.
- Provide current college enrollment documentation every semester or quarter.
- Provide positive support for pupils, in individual and small group settings.
- Attend all tutor training sessions, meetings, or other required events.
- Report to the school site in accordance with the established hours of work which were agreed upon with the supervisor.
- Report absences, in advance, to the AVID elective teacher and/or AVID Coordinator.
- Cooperate fully with district staff, site counselors, teachers and administrators.