

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

AVID TUTOR

SUMMARY:

Under the direction of the site administrator and/or AVID Program coordinator/teacher facilitates the Socratic method of tutoring for College-Preparatory reading, math, science, and social science tutoring services to students enrolled in AVID classes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the AVID coordinator/teacher, tutors perform the following tasks:

- 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.
- Determine from student notes and discussions the concepts that need to be taught or re-taught.
- Provide academic support for the AVID Program.
- Evaluate student binders, including calendars, class and text notes, book notes, etc.
- Become familiar with the materials in the AVID Libraries.
- Become familiar with the textbooks and materials used by AVID students.
- 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 in the Writing Conference.
- Contact teachers regarding course outlines and assignment schedules as directed by the AVID coordinator/teacher.
- Communicate frequently and honestly with the AVID coordinator/teacher regarding student progress and areas of concern.
- Participate in ongoing training provided by the district.

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QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be willing to receive and follow training guidelines for AVID tutoring utilizing AVID strategies.

EDUCATION and/or EXPERIENCE:

Currently enrolled in a two-year Community College or a four-year college or university in order to model college enrollment for AVID students. Must be familiar and comfortable with tutoring in all content areas.

LANGUAGE SKILLS:

Ability to read and comprehend complex instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to middle school aged students.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret bar graphs. Ability to solve one- and two-step algebraic equations. Ability to tutor students with algebra computations.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein 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 job functions.

Environment:

Work is performed primarily in a classroom setting.

Physical:

Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Job Description – AVID Tutor
Board Approved – November 12, 2015
Salary, Row 1, Step 1 of the Classified Salary Schedule