



JOB DESCRIPTION
Avid Campus Tutor – High School

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The Advancement Via Individual Determination (AVID) Campus Tutor under the direct supervision of the Advanced Academics Coordinator, will provide tutoring for assigned individuals or small groups on a regular basis. AVID tutorials are mainly scheduled during the school day with flexible hours to include some before and after school tutoring sessions. Students will be assigned to the tutor by the AVID Elective teacher. The tutor may work with individuals or small groups.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS:

1. High School Diploma or General Education Diploma (GED)
2. Six (6) semester hours of college preferred or currently enrolled in a college program

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Health and physical qualifications appropriate for the demands of the position.
2. Possess excellent communication skills to include ability to work well with teenagers, and adults.
3. Demonstrate competence to the interviewer of skill in at least one of the content areas listed below:
 - a. Fluent reading, letter-sound relationships, comprehension;
 - b. Understanding of math concepts, computation and problem solving for the selected grade level; or
 - c. Proficiency in writing on a writing sample to include: organization of ideas; spelling, sentence construction, capitalization and punctuation
4. Ability to be prompt and have reliable attendance on scheduled days
5. Excellent presentation skills, organization skills, and basic technology skills

DUTIES AND RESPONSIBILITIES:

1. Attend training to include AVID Tutorology in the surrounding area or specific JISD location.
2. Evaluate student binders and grade portfolios to include calendars, class and textbook notes, etc.
3. Facilitate tutorial sessions in math, reading, the writing process, study skills, and other aspects of college preparations.
4. Manage learning materials and assist in student materials for specific lessons.
5. Relate positively to students and develop mutually respectful relationships.
6. Maintain confidentiality of students and achievement.
7. Use technology to strengthen the teaching/learning process where available.
8. Assess student progress and communicate frequently and honestly with the AVID teacher regarding student progress and areas of success and/or concern.
9. Become familiar with the AVID Curriculum Libraries and textbooks and materials used by AVID students.
10. Set an example of personal excellence and high expectations for AVID students.
11. Demonstrate a commitment to ensure the academic and social/personal success of each AVID student.
12. Model goal setting and the effective organizational/personal concepts.
13. Compile, maintain, and file all reports, records and other documents required.
14. Act as a role model in behavior and appropriate attire at all times.
15. Perform other duties as assigned.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbal and written), reason, read, understand verbal instructions, analyze, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), routine walking and standing, sit, climb stairs and ladders, balance, stoop, kneel, crouch, crawl, pull, push, reach, perform repetitive hand motions, hear, speak, distinguish colors and maintain visual acuity.

SUPERVISORY RESPONSIBILITIES:

Students who are under the supervision of a classroom teacher

EQUIPMENT USED:

Basic office and classroom equipment

Salary Range: \$10.00 (Non-Certified) or \$20.00 (Certified)

Hours Per Day: Flexible

Work Days: During and/or before and after-school hours

Updated: October 14, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.