



Your AVID Contacts:

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Dear potential AVID tutor,

Thank you for expressing interest in becoming an AVID tutor for the Sun Prairie Area School District! Tutoring AVID students is an extremely rewarding experience for people of all ages and backgrounds; as a tutor, you will help us achieve our mission of closing the achievement gap by preparing all students for college readiness and success in a global society.

In Sun Prairie, we ask that our tutors commit to a semester's worth of tutoring on Tuesdays or Thursdays or both; however, we also offer flexibility in where and when our tutors can help out. Tutors are also asked to commit to tutoring at one of our buildings exclusively. Currently, we have one section of 11th grade AVID and one section of 10th grade AVID at SPHS; we have two sections of 9th grade AVID and two sections of 10th grade AVID at CHUMS.

At Sun Prairie High School, we hold tutorials **every Tuesday and Thursday from 8:00 AM - 11:22 AM**. SPHS is located at 888 Grove Street in Sun Prairie. You should expect to arrive at least five minutes early and stay five minutes after tutorial sessions.

At Cardinal Heights Upper Middle School, we hold tutorials **every Tuesday and Thursday from 9:32 - 12:54 AM**. CHUMS is located at 220 Kroncke Drive in Sun Prairie. Again, you should expect to arrive at least five minutes early and stay five minutes after tutorial sessions.

We do require our tutors to get a background check through the school district, and we also require our tutors to go through four hours of training in AVID-specific strategies prior to beginning their tutorial duties. Follow-up trainings each quarter will last four hours apiece and will occur outside of the regular school day; tutors will be given significant notice prior to attending these trainings.

Please complete our online application; if we feel you are a strong fit for our AVID program, we will contact you for an interview.

Thank you for your time! We hope you will let us know if you have any questions at all, and we look forward to working with you if you choose to become an AVID tutor.

Sincerely,
Meghan and Chelsea

SUN PRAIRIE AREA SCHOOL DISTRICT

SUN PRAIRIE, WISCONSIN 53590

Job Description

JOB TITLE: AVID Academic Elective Class Tutor

DEPARTMENT: Instructional Services: Teaching, Learning and Equity

LOCATION: District Wide

REPORTS TO: Director of Secondary Teaching, Learning and Equity

PREPARED BY: Director of Human Resources

SALARY: \$11/Hr.

DATE: August 2016

SUMMARY: The AVID tutor provides instructional tutoring for students participating in the AVID elective programming in the Sun Prairie Area School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*

- A. Assure program quality and achievement of AVID's standards represented in AVID's Essentials by:
1. Implement the goals and objectives of AVID tutorials by using AVID strategies (WICOR) and the AVID Tutorial materials effectively (e.g., as described in the AVID Tutorial Guide: student's Tutorial Request Form, Focused Note-Taking, Point of Confusion, student facilitation discussion guidelines, Learning Log, etc.).
 2. Work collaboratively with groups of AVID students (recommended ratio of 1 tutor to 7 AVID students) in the AVID Elective classroom to effectively facilitate AVID's inquiry-based tutorial groups.
 3. Participate in ongoing coaching and debriefing in inquiry and the AVID tutorial process by AVID trained site personnel.
- B. Monitor the tutorial work of assigned tutorial groups of AVID students to ensure their effective participation and growth.

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 eligible individuals with disabilities to perform the essential functions.

1. High school graduate with tutoring or work experience
2. Must possess a valid driver's license.
3. Completion of a minimum of 16 hours of training in WICOR and the AVID tutorial process skills; 4 to 6 hours must be completed prior to beginning work as a tutor in the AVID classroom and the remaining hours must be completed prior to the site's spring Certification Self-Study (CSS) review.

KNOWLEDGE, SKILLS AND ABILITIES

1. Educational philosophy that supports access to a rigorous college-prep curriculum for any student with the desire and willingness to work hard.
2. Possess personal attributes of integrity and respect for others as well as ability to work effectively in collaborative teams and serve as a mentor for middle and high school students.
3. Possess at least entry-level college writing, speaking, and interpersonal communication skills.
4. Possess effective organizational skills.
5. Ability to implement goals, lead tutorial groups, manage multiple tasks, and meet deadlines.

The Sun Prairie Area School District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.