

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

AVID Tutor

II. PRIMARY FUNCTION

Under the direction of the classroom teacher, assist students through participation in the AVID tutorial process

III. REPORTS TO

AVID classroom teacher, AVID Site Coordinator and AVID District Director

IV. QUALIFICATIONS

- A minimum of twenty (20) college credits and a minimum of 2.5 GPA
- One (1) year of work related experience preferred
- Good physical health and ability to perform assigned duties
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Takes an active role in developing the academic and personal strengths of AVID students
- Serves as a role model/mentor to AVID students by being a lifelong learner, demonstrating appropriate academic and social behaviors and wearing appropriate attire at all times
- Evaluates student binders, including calendars, class and textbook notes, etc.
- Familiarity with the materials in the AVID curriculum libraries
- Familiarity with the textbooks and materials used by AVID students
- Conducts tutorial sessions in all academic areas, especially science and math
- Sets an example of personal excellence and high expectations for AVID students to follow
- Communicates frequently with the AVID teacher regarding student progress and areas of concern

VI. TERMS OF EMPLOYMENT

Hourly pay/per diem

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Job Description/Miscellaneous / Section IX -

APPROVED: September 21, 2015