

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **AVID (Advancement Via Individual Determination) Program Tutor**
Department: Educational Services
Reports: Site Administrator and/or AVID coordinator/teacher

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, foreign language, and social science tutoring services to students enrolled in AVID classes. This is a one-year contracted position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Tutors/guides AVID students utilizing AVID techniques and strategies.
- * Works collaboratively with AVID teacher to analyze achievement data.
- * Conducts appropriate AVID assessments if required.
- * Other related duties as assigned

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 Honors and AP classes at the High School level.

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 and/or high 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 pre-calculus and calculus 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.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 lbs such as moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.