

# SCHOOL DISTRICT OF WAKULLA COUNTY

## AVID TUTOR

### JOB DESCRIPTION

**TITLE:** AVID Tutor

**EMPLOYEE CATEGORY:** OPS

**QUALIFICATIONS:**

1. Must be at least 17 years of age and a current college student
2. Minimum of a high school diploma or Early College Admission.
3. Ability to work with diverse groups – children and adults.
4. Minimum 2.50 GPA
5. Satisfactory criminal background check and pre-employment drug screening.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Under supervision of designated administrator, the AVID tutor will provide academic support through the tutorial process.

**REPORTS TO:** Principal/Designated Administrator

**JOB GOAL**

Provide structured tutorials on secondary campuses utilizing the Advancement Via Individual Determination (AVID) program. Prepare students for success in a four-year college or university.

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

1. To lead students to their own understanding of a subject through the use of questions.
2. To work with a group of students or individuals in a one-on-one setting.
3. To attend and actively participate in AVID trainings including AVID College Readiness System tutorial strategies.
4. To be familiar with AVID resources and information including <http://www.avid.org/>.
5. To accurately complete forms, including time-sheets and return to designated administrator as scheduled.

**PHYSICAL REQUIREMENTS:** Physical Work

Exerting up to 50 pounds or more of force occasionally and/or 20 pounds of force regularly to move objects and/or participate in school/site physical activities such as runs or cardio programs.

**TERMS OF EMPLOYMENT:** Supplemental/OPS

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those as determined by the designated administrator.

**EVALUATION:** Annually by Principal/Designated Administrator  
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**SALARY ITEM NUMBER:** OPS