



**OXNARD UNION**  
HIGH SCHOOL DISTRICT

**ADVANCEMENT VIA INDIVIDUAL DETERMINATION  
(AVID)/CAREER TECHNICAL EDUCATION (CTE)/  
COLLEGE READINESS TUTOR**

Board Adoption Date: 08/10/22

**BRIEF DESCRIPTION OF POSITION:**

Part-time tutors work under the direct supervision of a teacher and site principal (or designee) and perform tasks in one-to-one tutoring or facilitating tutorial groups. The majority of the duties involve tasks to work with students in small groups or assist with instruction to support identified student population groups in Advancement Via Individual Determination (AVID), Career Technical Education (CTE), or college readiness intervention courses.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Be positive, professional, and punctual for all assigned classes.
2. Act as a role model and wear appropriate attire always.
3. Actively participate in one-to-one/small groups tutorials.
4. Inform teacher in advance of absences/tardies any day.
5. Become familiar with and support teacher classroom routines and expectations.
6. Adhere to district/site policies and procedures.
7. Other duties as assigned.

**REQUIREMENTS:**

**WORK YEAR:** School Calendar

**WORK SCHEDULE:** Monday through Friday 8:00 AM - 3:30 PM

**EDUCATION:** Graduation from high school or equivalent. Enrolled in or have graduated from a two-year or four-year university. College students must have and/or maintain a minimum 2.5 grade point average, evidenced by their college transcript.

**PHYSICAL CHARACTERISTICS:** Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

Temporary/restricted position funded by categorical/grant revenues