WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

Classified Service Exempt Position

TITLE: ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID) TUTOR

BASIC FUNCTION:

Under the direction of the AVID coordinator or instructor, tutor small groups of students and grades AVID students' notebooks.

REPRESENTATIVE DUTIES:

Tutor small groups in specific subject matter areas using Socratic questioning, writing to learn, the writing process and cooperative learning; grade student binders; serve as positive role models, valuing education and its benefits. Participates in meetings and in-service training programs as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

The writing process

Note taking and study strategies

Algebra I, Algebra II, geometry and the sciences

Correct English usage, grammar, spelling, punctuation and vocabulary

Oral and written communication skills

Interpersonal relations skills using tact, patience and courtesy

Ability to:

Tutor small groups

Understand and follow oral and written directions

Communicate effectively with students and adults both orally and in writing

Establish and maintain effective working relationships with students, instructional staff and parents

Work confidentially and with discretion

EDUCATION AND EXPERIENCE:

Must be a high school graduate who is currently a full-time (12- minimum) college student

WORKING CONDITIONS:

Middle school classroom environment

PREPARED BY: Classified Personnel Department DATE: July 22, 2003

APPROVED BY: Board of Trustees DATE: August 21, 2003

APPROVED BY: Personnel Commission DATE: July 22, 2003