



## AVID Tutor

### **Purpose Statement**

The AVID Tutor plays a crucial role in the success of the AVID program, working with students in tutorial groups to help them make progress toward college readiness. Tutors facilitate tutorial sessions using inquiry-based learning methods and collaboration, guiding students to solve problems in all academic areas. This position is essential for fostering academic growth and preparing students for higher education.

### **Supervisory Relationship:**

Reports to: AVID District Director and assigned classroom teacher

### **Essential Functions**

- Facilitate AVID tutorial sessions in a 7:1 student-to-tutor ratio.
- Use inquiry-based learning and collaborative methods to help students answer their questions and improve academic performance.
- Provide academic support in a range of subject areas to AVID students.
- Act as a guide rather than a direct instructor, encouraging student-led problem-solving.
- Collaborate with AVID elective teachers and other school staff to support student success.
- Complete the required training to effectively facilitate tutorials.
- Adhere to school policies and procedures.
- Demonstrate consistent and prompt attendance.
- Perform other related duties as assigned to support the program's operation.

### **Job Requirements: Minimum Qualifications**

#### **Skills**

- Strong communication and organizational skills.
- Ability to guide students through academic challenges without giving direct answers.
- Ability to manage group dynamics and facilitate collaborative learning.

#### **Knowledge**

- Familiarity with AVID teaching methodologies (training will be provided).
- Knowledge of inquiry-based learning and collaborative problem-solving techniques.

#### **Abilities**

- Ability to work effectively with students.
- Willingness to support and believe in the potential of all students.
- Ability to adapt to various academic subjects and assist students accordingly.

#### **Responsibility**

Assist students in becoming independent learners. Help students solve points of confusion through asking guiding questions.

#### **Work Environment**

With assistance from the classroom teacher, work primarily in a classroom setting with small groups of students. Must be able to manage multiple students and varying academic challenges.

#### **Education**

Must be a current AVID elective student, a college student, or a college graduate. Must be age 16 and older. High School students are encouraged to apply.

**Clearances**

Criminal justice fingerprint/background clearance

**FLSA Status**

Non-Exempt

**Salary Grade**

SA