



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

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