



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

February 1997

AVID TUTOR

DEFINITION

Under direct supervision, tutors high school students individually and in study groups in advanced level classes; assist in the preparation of instructional materials; and perform other work as required.

DISTINGUISHING CHARACTERISTICS

This class is designed for college students who will provide tutoring in the Advancement Via Individual Determination (AVID) program. Tutors serve as role models and part of the support system for AVID students.

EXAMPLES OF DUTIES

Tutors students in small study groups or individually, assisting them in all subject areas based on the class and text notes they have collected in their AVID binders; conducts mini-lessons in the process of writing in all subject areas, study skills, and other aspects of college preparation; becomes familiar with the materials in the AVID library and with the textbooks and materials used by AVID students; determines from student notes and discussions the concepts that need to be taught or re-taught; conducts brainstorming and clustering sessions; works individually with students in any phase of the writing process; leads peer critique groups in the Writing Conference; responds to student writing in the form of AVID discourse mode writing assignments, which students have had the opportunity to revise and edit; evaluates student binders, including calendars, class and text notes, book notes, etc.; communicates frequently with the AVID coordinator regarding student progress and areas of concern; assists in developing a resource file of enrichment materials for use in tutorial sessions; and, contacts teachers regarding course outlines and assignments schedules as directed by the AVID coordinator.

REQUIRED QUALIFICATIONS

Ability to:

- Follow oral and written directions;
- Communicate effectively with faculty, students, and staff;
- Learn basic tutoring strategies and instructional methodology;
- Perform simple clerical and material organization tasks;
- Serve as a role model of a motivated, organized and successful college student for high school students;
- Maintain a consistent professional demeanor with students;
- Assist with the development and implementation of student educational plans;
- Motivate students using mature judgment, initiative, tact, flexibility and emotional stability.

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TRAINING AND EXPERIENCE

Must be enrolled and completing at least 12 units per semester in an accredited college or university. Enrollment in a program that will lead to a teaching credential is desirable.

Graduation from high school is required. Preference may be given to graduates of Covina-Valley Unified School District High Schools.

This position will be paid on the Classified salary schedule:

- Flat rate
- School year