

BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION



JOB TITLE: AVID College Tutor

Job Purpose Statement/s: Under supervision, collaborates with licensed school personnel and classroom teacher to support the District's student achievement goals and student success. To help students learn subject matter and skills that will contribute to their academic achievement and development as knowledgeable, responsible individuals. To serve as a college role model for our students by inspiring college attendance and modeling habits of mind thereby fostering positive study habits and college motivation. Advancement Via Individual Determination (AVID) is an educational program for middle and high school students that supports student preparation for college through an academic elective course that teaches necessary learning skills, reinforces the academic core, and encourages rigorous student course taking. AVID Tutors are distinguished from other Tutors and Instructional Aides/Assistants in that AVID Tutors are trained in the use of AVID strategies to enhance academic performance of targeted middle school students and serve as role models and mentors.

Essential Job Functions:

- To determine from student notes and discussions, the concepts that need to be taught or retaught.
- Evaluate student binders, including calendars, class and textbook notes, etc.
- Become familiar with the textbooks and materials used by AVID students.
- Work with small groups of middle school students under the supervision of the classroom teacher.
- Conduct tutorial sessions using collaborative learning and the practice of students teaching students through discussions.
- Work with students in any phase of the writing process, such as brainstorming, clustering, revision, and editing.
- Assist in teaching study skills and other aspects of college preparation.
- Serve as a positive role model for students.
- Input of data and student records.
- Communicate frequently and honestly with the AVID coordinator/teacher regarding student progress and areas of concern.

Other Job Functions:

- AVID Tutors will guide students toward academic and personal excellence that will reach far beyond their secondary school years. AVID Tutors will be active participants in the learning, growth, and personal development of students with the goal of preparing students to successfully attend college.
- AVID Tutors will support middle school students enrolled in the AVID elective course by providing direct instructional support to students with the assistance of an AVID elective course teacher. In addition, they will serve as role models to students.

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Job Requirements - Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Requirements:

- Must be enrolled at a college or university with a minimum 2.5 GPA. Transcript verification required. Tutors should represent strong academic backgrounds, i.e.: liberal arts, science, or mathematics majors.
 - Previous AVID program participation or experience working with a school or community-based academic support program desirable.
 - Motivated and organized.
 - Demonstrated responsibility and reliability.
 - Comfortable working with a diverse student population.
 - A desire to make a difference in the lives of students.
 - College tutors will be trained with strategies to utilize in the classroom while tutoring, and will receive ongoing feedback and assistance with implementing classroom resources.
- Must be 18 years of age.

Knowledge and Abilities:

KNOWLEDGE OF:

- General needs and behavior of students.
- Correct English usage, spelling, grammar and punctuation.
- Some knowledge of specialized fields such as Mathematics (Algebra 1) and Science.
- Familiarity with Google Suite applications

ABILITY TO:

- Understand and carry out oral and written instructions.
- Effective communication skills with students and adults.
- Provide positive support for students in individual and small group settings.
- Relate to students with multicultural backgrounds.
- Establish and maintain effective relationships with persons contacted in the course of work.

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Working Conditions:

ENVIRONMENT:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor
- Office environment
- Subject to driving to off-site locations to conduct work

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Tuberculosis Clearance

Reports to: School Site Principal

Work Year: Flexible Up to 180 days (within the student academic calendar)

Salary Placement: CSEA Salary Schedule
Range 5.0

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the CSEA Contract.

Board Approved: April 10, 2018