

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

AVID Tutor

QUALIFICATIONS:

- 1) High School Diploma or equivalent.
- 2) OR – be enrolled in at least one period in the Levy County School District CDE program with the intent to be hired as a SBLC AVID Tutor during said CDE Period(s).

REPORTS TO:

AVID Site Coordinator / AVID Elective Teacher / Principal

JOB GOAL

Success in AVID lies in a solid curriculum, the Socratic tutorial method, and in motivational activities. A very important key is that of the tutor as role model and as part of the supportive system for the students. As many AVID students are enrolled in AVID for several years, they form strong attachments to those who are part of the program. Therefore, each tutor's commitment to this relationship is important. AVID tutors must be dependable and serve as advocates for the students' academic and social growth. The students learn to trust the tutors. Likewise, tutors need to share their enthusiasm for learning and for college as well as experiences they have gained through their hard work in order to inspire students to overcome their own difficulties.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- 1) Participate in initial 8 hour online Tutor training via CANVAS.
- 2) Participate in all required training, professional development sessions, and tutor meetings.
- 3) Become familiar with the 10-Step AVID Tutorial process.
- 4) Become familiar with the textbooks and materials used by AVID students.
- 5) Establish and maintain rapport with students.
- 6) Tutor 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.
- 7) Determine from student notes and discussions the concepts that need to be taught or re-taught.
- 8) Facilitate student learning in a challenging, yet supportive, tutoring environment.
- 9) Evaluate student binders, including calendars, class and text notes, book notes, etc.
- 10) Assist in developing a resource file of enrichment materials for use in tutorial sessions.
- 11) Set an example of personal excellence and high expectations for all AVID students to follow.
- 12) Communicate frequently and honestly with the AVID coordinator regarding student progress and areas of concern.
- 13) Ability to work in a constant state of alertness and safe manner.
- 14) Tutors may also be working with online students through an online platform.

Minimum wage w/o Bachelor's degree

\$27.93 with Bachelor's degree

DOE Job Code 51079

Board Approved 10/02/2012

Revised Board Approval ~~04/11/2017, 01/12/2021, 09/09/2021, 01/25/2022~~ 08/02/2022