

**CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – Non-Represented**

POSITION: Avid Tutor (Pending Board Approval)

SALARY: \$15.00 PER HR

A. PRIMARY FUNCTION

Under the supervision of the AVID instructor, conduct tutorial sessions that underscore the principle of collaborative learning and the practice of students teaching other students through discussion of class and text notes.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

As a tutor, you are making a commitment to:

1. Determine from student tutorial worksheets, notes, and discussions the concepts that need to be the focus of tutorial sessions.
2. Work with students in any phase of the writing process, such as brainstorming, clustering, read rounds, revision and editing.
3. Allow students to shoulder the responsibility for their own active learning while guiding them with strategies that they will become accustomed to using independently.
4. Reinforce the idea that learning extends far beyond mere studying to form the basis for long term accomplishments.
5. Assist students in any subject area, by being familiar with student's textbooks and materials and AVID classroom resources.
6. Evaluate student binders, including calendars, class and textbook notes, and learning logs.
7. Assist in teaching study skills and other aspects of college preparation.
8. Take responsibility for the tone and atmosphere of the AVID classroom.
9. Acknowledge the individuality of all AVID students and work to develop their academic and personal pride.
10. Assist in developing a resource file of enrichment materials for use in tutorial sessions.
11. Communicate regularly with the AVID coordinator/teacher regarding student progress and areas of concern.

C. QUALIFICATIONS

Must be a motivated college/university student who is interested in working with secondary students in a supportive, positive and organized manner. Must serve as an appropriate role model in assisting students in the process of learning and developing organizational skills towards successful college entrance.

A. PHYSICAL REQUIREMENTS

Incorporated within one or more of the typical examples of this position are the following physical requirements

1. Ability to see for purposes of reading correspondence, documents and other printed matter and to observe students.
2. Ability to hear and understand speech at normal levels in person and/or on the telephone.
3. Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
4. Ability to operate instructional equipment with dexterity and in a safe and efficient manner.
5. Ability to routinely lift/carry instructional supplies, printed material and equipment weighing up to 25 pounds.

B. WORKING CONDITIONS

School working environment subject to bending, crouching or kneeling to assist students, pushing /pulling and lifting of instructional equipment and supplies, sitting on chairs and/or floor and leaning over desks for prolonged periods of time and reaching in all directions.

Pending Board Approval