

**Linden Unified School District**  
Classification Specification

AVID Tutor

---

<b>Classification:</b>	Classified
<b>Salary Range:</b>	11
<b>Work Year:</b>	96 Days
<b>FLSA Status:</b>	Non-Exempt
<b>Board Ratified:</b>	

The AVID tutor has the responsibility to guide students toward academic and personal excellence. The AVID tutor will be an active participant in the learning, growth, and personal development of students. The AVID tutor will facilitate tutoring sessions using the Socratic method. The tutor will work with groups of students ranging in size. The tutor will be responsible for keeping the tutoring sessions moving and on task. Tutors will serve as guides and facilitators of students' learning through questioning, writing, thinking and discussing.

**SPECIFIC RESPONSIBILITIES:**

- Conduct tutorial sessions that underscore the principles of collaborative learning and the practice of students teaching other students through discussion of class and text notes.
- Determine from student tutorial worksheets, notes, and discussions the concepts that need to be the focus of tutorial sessions.
- Work with students in any phase of the writing process, such as brainstorming, clustering, read arounds, revision, and editing.
- Allow students to shoulder the responsibility for their own active learning while guiding them with strategies that they will become accustomed to using independently.
- Reinforce the idea that learning extends far beyond mere studying to form the basis for long term accomplishments.
- Assist students in any subject area, by being familiar with students' textbooks and materials and AVID classroom resources.
- Evaluate student binders, including calendars, class and textbook notes, and learning logs.
- Assist in teaching student skills and other aspects of college preparation.
- Take responsibility for the tone and atmosphere of the AVID classroom and/or tutoring sessions.
- Acknowledge the individuality of all AVID students and work to develop their academic and personal pride.
- Assist in developing a resource file of enrichment materials for use in tutorial sessions.

- Communicate regularly with the AVID coordinator/teacher regarding student progress and areas of concern.
- Set an example of excellence and high expectations for AVID students to follow.
- Be able to facilitate the Socratic method in content subjects during tutoring.
- Keeps current with resource materials and workshop opportunities.
- Actively participates in collaborative sessions to refine instructional strategies and practices.
- Promotes positive interpersonal relationships among peers, staff, students and parents or guardians.
- Performs other job related duties as required.

### **QUALIFICATIONS:**

#### Minimum Requirements:

Must be a successful college student

Valid current driver's license.

Demonstrates strong knowledge of subject matter, and the ability to work collaboratively with staff and develop positive relationships with students.

### **OTHER CHARACTERISTICS:**

The AVID tutor shall be under the direct supervision of the AVID teacher.

### **PHYSICAL DEMANDS:**

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

Reasonable accommodations to perform the essential functions of the position with or without the use of aids may include, but not limited to:

- Sufficient vision to read print.
- Sufficient distance vision, peripheral vision, and the ability to focus.
- Sufficient depth perception.
- Sufficient color acuity.
- Sufficient hearing to hear verbal direction.
- Sufficient hearing to hear normal conversation in person and on the telephone.

- Ability to speak in a voice that can be clearly heard and understood in the classroom setting, in face-to-face conversations, on the telephone and in other forms of communication.
- Ability to reach horizontally and vertically with arms.
- Sufficient dexterity to manipulate small objects and print or write legibly.
- Sufficient physical ability, strength, mobility and stamina to climb, bend, stretch, stand, kneel, walk, stoop, extend legs, and stamina to lift, carry, push or pull objects which weigh 20 pounds.

Note: The district is an equal opportunity employer and will comply with the Americans Disabilities Act.

**WORK ENVIRONMENT:**

Classrooms and general school campus environment.

DRAFT