

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

AVID Tutor

QUALIFICATIONS:

- 1) Must be a college student or graduate.
- 2) Must have a strong Math and English background evidenced by transcripts.

REPORTS TO:

Teacher / Principal

JOB GOAL

Tutors will work with individuals and/or students under the supervision of a teacher.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Determine from student notes and discussions, the concepts that need to be taught or retaught.
- (2) Evaluate student binders, including calendars, class and textbook notes, etc.
- (3) Become familiar with the materials in the AVID Curriculum Libraries.
- (4) Become familiar with the textbooks and materials used by AVID students.
- (5) Conduct tutorial sessions in all areas of mathematics; therefore, a strong math background is mandatory.
- (6) Conduct mini-lessons in the process of writing in all subject areas, study skills, and other aspects of college preparation.
- (7) Set an example of personal excellence and high expectations for AVID students to follow.
- (8) Work with students in any phase of the writing process, such as brainstorming, clustering, revision, and editing.
- (9) Communicate frequently and honestly with the AVID coordinator/teacher regarding student progress and areas of concern.
- *(10) Ability to work in a constant state of alertness and safe manner.

\$10.55 w/o degree

\$23.81 with degree

DOE Job Code 51079

Board Approved 10/02/2012

Revised Board Approval 04/11/2017