

Hobbs Municipal Schools Job Description

Position: AVID Tutor

Supervisor: Principal/AVID Coordinator

General Job Description: Under the general supervision of the principal and AVID coordinator and the immediate supervision of the AVID elective teacher, AVID Tutors assist identified students in academic subjects in order to develop habits of mind and higher standards of academic achievement among students which will increase postsecondary educational options upon high school graduation. AVID tutorials take place in small groups that are subject area specific. AVID tutors assist the students achieve their full potential by facilitating collaborative tutorial groups. Tutors use Socratic questioning and collaborative learning techniques to help the students come up with the answers to their questions on their own and by working with fellow students.

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 high school students and serve as role models and mentors.

Qualifications:

1. Must have and maintain a minimum 3.1 high school GPA, evidenced by high school transcript OR a minimum 2.5 college GPA, evidenced by college transcript.
2. Must have a strong math and English language arts background, evidenced by school transcript
3. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Take an active role in developing the academic and personal strengths of AVID students.
2. Serve as a positive role model/mentor to students.
3. Determine from student's notes and discussions, the concepts to teach or reteach.
4. Review student's class and textbook notes, binders, and calendars.
5. Become familiar with the textbooks and materials used by AVID students and those in the AVID Curriculum Libraries.
6. Conduct tutorial sessions in all subject areas individually or in small groups.
7. Conduct mini lessons in the writing process in all subject areas, study skills, and other aspects of college preparation.
8. Set an example of personal excellence and high expectations for AVID students to follow.
9. Assist students in all phases of the formal writing process, including brainstorming, clustering, revision, and editing.
10. Communicate frequently and honestly with the AVID coordinator/teacher regarding student's progress and areas of concern.
11. Assist in the development and preparation of AVID instructional materials for tutorial sessions.
12. Review the performance and work of students in tutorial.
13. Meet and communicate with the AVID coordinator and/or teachers regarding student progress, course outlines, and assignment schedules.
14. Assist in the development of a resource file of enrichment materials.
15. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Additional Duties and Responsibilities:

1. 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.
2. Determine from student tutorial worksheets, notes, and discussions the concepts that need to be the focus of tutorial sessions.
3. Work with students in any phase of the writing process, such as brainstorming, clustering, read arounds,

revision, and editing.

4. Allow students to shoulder the responsibility for their own active learning while guiding them with strategies that they will become accustomed to using independently.
5. Reinforce the idea that learning extends far beyond mere studying to form the basis for long term accomplishments.
6. Assist students in any subject area, by being familiar with students' textbooks and materials and AVID classroom resources.
7. Evaluate student binders, including calendars, class and textbook notes, and learning logs.
8. Assist in teaching study skills and other aspects of college preparation.
9. Take responsibility for the tone and atmosphere of the AVID classroom.
10. Acknowledge the individuality of all AVID students and work to develop their academic and personal pride.
11. Assist the AVID coordinator as requested, such as contacting teachers regarding course outlines and assignment schedules, helping with field trips, contacting parents, etc.
12. Assist in developing a resource file of enrichment materials for use in tutorial sessions.
13. Communicate regularly with the AVID coordinator/teacher regarding student progress and areas of concern.
14. Set an example of personal excellence and high expectations for AVID students to follow.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Safety and Health Requirements:

1. Child Abuse/Substance Abuse Workshop
2. Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.