

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

AVID Tutor

Definition

Under direct supervision to perform paraprofessional instructional activities; to relieve an instructional staff member with routine tasks related to the instructional assignment; to provide intensified learning experience for students in the AVID program; to perform a variety of clerical and supportive tasks for instructional personnel; and perform other related duties as assigned.

Responsible to

Principal

Examples of Duties

1. Tutor students in small study groups, assisting them in all subject areas based on the class and text notes they have collected in their AVID binders.
2. Determine from student notes and discussion with the teacher the concepts that need to be taught or re-taught.
3. Evaluate student binders, including calendars, class and textbook notes, etc.
4. Become familiar with the materials in the AVID libraries.
5. Become familiar with the textbooks and materials used by AVID students.
6. Conduct mini-lessons in the process of writing in all subject areas, study skills, and other aspects of college preparation.
7. Conduct brainstorming and clustering sessions.
8. Lead peer critique groups in the Writing Conference.
9. Respond to student writing in the form of AVID discourse mode writing assignments, which students have had the opportunity to revise and edit.
10. Contact teachers regarding course outlines and assignment schedules as directed by the AVID coordinator/teacher.
11. Assist in developing a resource file of enrichment materials for use in tutorial sessions.

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12. Communicate frequently with the AVID coordinator/teacher regarding student progress and areas of concern.

13. Performs other related duties as may be assigned.

Qualifications Guide

Knowledge of

1. English usage, punctuation, spelling and grammar.
2. General concepts of child growth and development and child behavior characteristics.
3. Routine record keeping.
4. Basic arithmetical concepts.

Ability to

1. Assume responsibility for assisting in the supervision of students.
2. Learn and utilize standard teaching aids and office machines.
3. Implement Public education goals and objectives.
4. Perform routine clerical work.
5. Demonstrate an understanding, patient, positive and receptive attitude toward children.
6. Understand and carry out oral and written instructions.
7. Perform Basic First Aid.
8. Maintain cooperative working relationships with staff, students, parents and the general public.
9. Maintain confidentiality.

Training and Experience

AVID Tutors should be excellent role models of motivated, organized, successful college students who believe that the AVID students can and will succeed. They should be enrolled at colleges or universities. The tutors should represent balanced academic backgrounds, some liberal arts majors, others science or mathematics majors. The tutors should be people who will work in a supportive manner with secondary students and will be able to understand the position they will occupy; they are advocates of

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students, yet ultimately they are responsible to the teacher. They must be willing to meet regularly to discuss student progress and to confer with the teacher about future plans.

Working Conditions

1. Office and Classroom setting.
2. Some noise and temperature variations

Physical Abilities

1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers.
3. Finger and grasp objects.
4. Lifting of materials weighing up to 15 pounds.
5. Bend, stoop, kneel, crawl, stretch, lift and carry equipment and objects.

Job Description Adopted: October 7, 2002