

Newport News Public Schools

Job Description

Job Title: AVID Tutor

Supervisor: AVID Teacher

Job Classification: Non-Exempt

AVID is a college preparatory program in which middle and high school students become the facilitators of their own academic success. AVID provides study groups directed by tutors; a structure of note taking and organization aimed at refining skills necessary for success in middle school, high school, and college; and an arena for expanding the college-level entry skills of students underrepresented in higher education.

Job Summary

Position is responsible for facilitating tutorial groups for middle and high school students and evaluating student's work. Position is also responsible for assisting the AVID Teacher in the administration of the AVID program. Tutors work approximately three to twenty hours per week between the hours of 7:30 am and 3:00 pm Monday through Friday.

Essential Duties

1. Tutors students individually, or in small groups, in all subject areas utilizing class notes and materials collected by AVID students.
2. Determines the concepts that need to be addressed in the tutorial group.
3. Assists students with developing writing skills and responds to student's writing assignments.
4. Evaluates student binders to include notes, assignment sheets, and tutorial worksheets.
5. Communicates with the AVID Teacher regarding student progress and areas of concern.
6. Assists the AVID Teacher with arrangements for guest speakers, field trips, and parent workshops.
7. Attends all program training sessions.
8. Acts as a resource and supplement to the AVID Teacher.
9. Encourages students to learn and achieve academic success.
10. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the AVID Teacher or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess at least 20 credit hours of successful college experience, with at least a 2.5 grade point average; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess the ability to perform as a role model for middle and high school students. Must possess excellent organizational and motivational skills. Must be willing to attend all training sessions. Most tutors work at more than one school and must provide their own transportation.

Working Conditions & Physical Requirements

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: AVID Teacher

This job description in no way states or implies that these are the only duties to be performed by this employee. The AVID Tutor will be required to follow any other instructions and to perform any other related duties as assigned by the AVID Tutor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date