



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

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**POSITION TITLE:** AVID Tutor

**F.L.S.A.:** Non-Exempt

**QUALIFICATIONS:** 12 hours of college credit with minimum GPA of 2.5. Must have strong math and literacy skills. Must provide college transcript. Must be team oriented, have good interpersonal skills, be neat in appearance, and dependable.

**REPORTS TO:** Director of Professional Development

**TERMS OF EMPLOYMENT:** Part-time, temporary employee. There are no benefits with this position.

### **PERFORMANCE RESPONSIBILITIES:**

1. Determine from student notes and discussions, the concepts that need to be taught or re-taught.
2. Evaluate student binders, including calendars, class and textbook notes, handouts, 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.
6. Conduct mini-lessons in the process of writing in all subject areas, study skills, and other aspects of college preparation.
7. Work with students in any phase of the writing process, such as brainstorming, clustering, revision, and editing.
8. Communicate frequently and honestly with the AVID coordinator/teacher regarding student progress and areas of concern.

### **OTHER PERFORMANCE RESPONSIBILITIES:**

1. Sets an example of personal excellence and high expectations for AVID students to follow.
2. Follows policies and regulations of the school district.
3. Attends training as required by administration.
4. Works evening and weekends as needed.
5. Treats others with respect and professionalism.
6. Submits reports as requested.
7. Performs other duties as may be assigned.