

Farmersville Unified School District

JOB TITLE: AVID Tutor (Advanced Via Individual Determination)

JOB DESCRIPTION

General Description

The AVID program is a structured educational program to help students achieve high academic standards. The goal is to provide students with academic support and motivation so that under represented student populations attend and be successful at college. The AVID students are taught note taking and organizational skills including time management and goal setting. They are taught study skills through the Socratic questioning method. Furthermore, the AVID program provides motivational speakers and field trips to various college campuses.

Example of Essential Duties and Responsibilities

AVID tutors, under the guidance of trained AVID teachers, work with jr. high and high school students in small groups and in a one-on-one setting. The tutors also complete a weekly binder check for each AVID student. AVID tutors typically assist the teacher in various classroom AVID activities that may include entering grades, creating simple flyers, or other AVID related clerical tasks.

Qualifications:

Education and Experience

The No Child Left Behind Act was passed by Congress in January of 2001. This federal law requires that paraprofessionals who work in schools that are supported with Title I funds and provide instructional support in the classroom must be "highly qualified". This law defines "highly qualified" as having a high school diploma and one of the following:

- currently enrolled in a two or four year college or university with a g.p.a. of 2.75 or higher
- completed two years of study (48 units) at an institution of higher education; or
- obtained an associate's, bachelor's or master's degree; or
- met a rigorous standard of quality and be able to demonstrate, through a formal state or local academic assessment, knowledge of, and the ability to, assist in instructing reading, writing, and mathematics.
- worked with pre-teens or teens in some capacity either as volunteer or in a paid position

Knowledge of:

- basic computer skills including word processing, spread sheet, and desk top publishing (i.e. Word or WordPerfect; Excel or Quattro Pro; Print Shop or PrintMaster)

Ability to:

- work between 16-20 hours per week
- transport self between junior high and high school campus
- work independently; follow instruction; be flexible, and be a team player
- be an appropriate role model for pre-teens and teenagers in the areas of:
 - dress and language
 - respect, responsibility, trustworthiness,
 - high academic standards
- respect confidentiality of students and teachers
- effectively communicate with staff and students

Desirable:

- willing to learn other computer applications as necessary
- speak and understand Spanish

Willing to:

- attend (with compensation but may occur during weekends or typical school vacation times) a total of up to 25 hours of AVID training throughout the academic year

Licenses, Certifications and/or Testing:

- Valid California Drivers License
- Criminal justice fingerprint clearance
- Provide proof of passing college English and math entrance exam