

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: AVID TUTOR

BASIC FUNCTION:

Under the direction of the AVID coordinator, tutor small groups of students and grade AVID students' notebooks.

REPRESENTATIVE DUTIES:

Tutor small groups in specific subject matter areas using Socratic questioning, writing to learn, the writing process, and cooperative learning.

Grade student binders.

Serve as positive role models, valuing education and its benefits.

Participate in meetings and in-service training programs as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The writing process.

Notetaking and study strategies.

Algebra I, Algebra II, geometry, and the sciences.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal relations skills using tact, patience and courtesy.

ABILITY TO:

Tutor small groups.

Understand and follow oral and written directions.

Communicate effectively with students and adults both orally and in writing.

Establish and maintain effective working relationships with students, instructional staffs and parents.

Work confidentially and with discretion.

EDUCATION AND EXPERIENCE:

Must be a high school graduate who is currently a full time (12-hour minimum) college student working part time only.

WORKING CONDITIONS:

Classroom environment.