

Position: AVID Tutor
Supervisor: Principal/AVID Coordinator
Dept./School: FLM Early College High School

Primary Purpose:

Under direct supervision of an Avid Coordinator and AVID Elective Teacher, tutors high school students individually and/or in study groups; assist in the preparation of instructional materials; performs other work as required and provides students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education: Must be a student attending an accredited college or university and enrolled in a minimum of 12 units. Enrollment in a program that will lead to a teaching credential is desirable. Ability to document college enrollment each semester and successfully complete AVID training.

Experience: None required.

Ability to: Follow oral and written directions; communicate effectively with faculty, students and staff; Learn basic tutoring strategies and instructional methodology; perform simple clerical and material organization tasks; serve as a motivated, organized and successful college student role model for high school students; maintain a consistent professional demeanor with students; assist with the development and implementation of student educational plans; motivate students using mature judgment, initiative, tact, flexibility and emotional stability.

Major Responsibilities and Duties:

- Prepare tutorials that reflect accommodations for differences in student learning styles.
- Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Conduct assessment of student learning styles and use results to plan instructional activities.
- Work with AVID elective teacher to determine instructional goals, objectives, and methods according to district requirements.

Student Growth and Development

- Help students analyze and improve study methods and habits.
- Be a positive role model for students, support mission of school district.

Classroom Management and Organization

- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with Student Code of Conduct and student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communication

- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

- Participate in staff development activities to improve job-related skills.
- Keep informed of and comply with state, district, and school regulations and policies.
- Follow established safety procedures and techniques.
- Report promptly to the principal any accident or illness of staff or students.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment