



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

AVID TUTOR

DEFINITION:

AVID tutors work a maximum of 20 hours per week at a rate of \$18.00/hour and must be available during the school hours on Monday and Wednesday or Tuesday and Thursday. Friday is optional depending on each site. Specific schedules will differ based on the needs of the schools. Tutors will receive a minimum of 8 hours of professional development per school year either through the district or RIMS AVID.

ESSENTIAL DUTIES:

Rialto Unified is looking for knowledgeable and dedicated high school graduates (intending to attend a local college/university), college students at local institutions, and college graduates to join our AVID team in becoming an AVID tutor. AVID tutors have the ability to guide students toward academic and personal excellence, higher order thinking skills, and self-efficacy through tutorials. As a tutor, you are committed to:

- Conduct tutorial sessions that underscore the principle of collaborative learning and the practice of students teaching other students through discussion of class and text notes.
- Determine from student tutorial worksheets, notes, and discussions the concepts that need to be the focus of tutorial sessions.
- Work with students in any phase of the writing process, such as brainstorming, clustering, read arounds, revision, and editing.
- Allow students to shoulder the responsibility for their own active learning while guiding them with strategies that they will become accustomed to using independently.
- Reinforce the idea that learning extends far beyond mere studying to form the basis for long term accomplishments.
- Assist students in any subject area, by being familiar with students' textbooks and materials and AVID classroom resources.
- Evaluate student binders, including calendars, class and textbook notes, and learning logs.
- Assist in teaching study skills and other aspects of college preparation.
- Take responsibility for the tone and atmosphere of the AVID classroom.
- Acknowledge the individuality of all AVID students and work to develop their academic and personal pride.
- Assist the AVID coordinator as requested, such as contacting teachers regarding course outlines and assignment schedules, helping with field trips, contacting parents, etc.
- Assist in developing a resource file of enrichment materials for use in tutorial sessions.
- Communicate regularly with the AVID coordinator/teacher regarding student progress and areas of concern.
- Set an example of personal excellence and high expectations for AVID students to follow.

KNOWLEDGE AND ABILITIES:

The Rialto Unified AVID program is designed to increase school-wide learning and performance. The mission of AVID is to ensure that all students and most especially the least served students in the middle capable of completing a college preparatory path:

- Will succeed in rigorous curriculum.
- Will enter mainstream activities of the school.
- Will increase their enrollment in four-year colleges.
- Will become educated and responsible participants and leaders in a democratic society.

EDUCATION AND EXPERIENCE:

EDUCATION:

A High School diploma, a GED certificate, or a higher degree is required. (Verification due upon employment)

Acceptance letter or proof of CURRENT enrollment at an accredited college or university as an undergraduate or graduate student is required.

EXPERIENCE:

No formal experience required.

WORKING CONDITIONS:

POTENTIAL HAZARDS:

Communicable diseases; possible contact with blood and/or other body fluids.

Revision Date: 2/2018