Hayward Unified School District

AVID Academic Elective Class Tutor

2014 – 2015

1. Qualifications
   A. Necessary
      1. Be a high school graduate and be enrolled in college or four year university.
      2. Educational philosophy that supports access to a rigorous college-prep curriculum for any student with the desire or willingness to work hard.
      3. Possess personal attributes of integrity and respect for others as well as ability to work effectively in collaborative teams and serve as a mentor for middle and high school students.
      4. Possess at least entry-level college writing, speaking, and interpersonal communication skills.
      5. Possess effective organizational skills.
      6. Able to implement goals, lead tutorial groups, manage multiple tasks, and meet deadlines.

2. Description of Duties and Responsibilities
   A. Assure program quality and achievement of AVID’s standards represented in AVID’s Essentials by:
      1. Complete on-site training.
      2. Implement the goals and objectives of AVID tutorials by using AVID strategies (WICOR) and the AVID Tutorial materials effectively (e.g., as described in the AVID Tutorial Guide: student’s Tutorial Request Form, Focused Note-taking, Point of Confusion, student facilitation discussion guidelines, Learning Log, etc.)
      3. Work collaboratively with groups of AVID students (recommended 1 tutor to 7 AVID students) in the AVID academic elective classroom to effectively facilitate AVID’s inquiry based tutorial groups.
      4. Participate in on-going coaching and debriefing in inquiry and the AVID tutorial process by AVID trained site personnel.

   B. Monitor the tutorial work of assigned tutorial groups of AVID students to ensure their effective participation and growth.

3. Compensation

   This position can be a volunteer position OR it can be a paid position. If you choose to work as a paid employee the pay rate will be $10/hr.