

**Waco Independent School District
JOB DESCRIPTION**

Job Title:	Temporary Hire AVID Tutor	Wage/Hour Status:	\$12.50 Non-Degreed minimum 9 hours of college courses At Will
Reports To:	Principal and AVID District Director	Pay Grade/Days:	As determined by principal
Dept. /School:	Identified Campus	Date Revised:	August 2015

Primary Purpose:

Provide students supplemental instructional services with appropriate learning activities in targeted areas of core curriculum to help them fulfill their potential for intellectual growth. Under the direct supervision of the classroom teacher, implement lessons and utilize instructional materials to address students' learning needs. Work with individual or small groups of students in the classroom to provide supplemental instructional services to close learning gaps, so students will successfully interact with grade level material in the regular classroom.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university or a minimum of 9 college hours.
Demonstrated competency in the core academic subject area assigned

Special Knowledge/Skills:

AVID Tutorology
Knowledge of academic needs of students in assigned area
Knowledge of Accelerated Instruction Plan goal setting process and implementation
Demonstrated competency in the core academic subject area assigned
General knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Strong organizational, communication, and interpersonal skills

Experience

None

Major Responsibilities and Duties:

1. Complete the 16 hours of AVID Tutorology Training.
2. Implement instructional program for assigned students targeting areas of need as designed by the AVID tutorial process.
3. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
4. Conduct ongoing formative assessments of student achievement and regularly discuss/report results to teacher.
5. Document daily: students tutored, times tutored, and skills addressed and assessed.

Tutor – Non-Certified

6. If required, maintain a daily “Extra Duty Request” form to reflect actual time spent tutoring. Complete and sign the form at the end of each week.
7. Create a work environment conducive to learning and appropriate for the physical, social, and emotional development of each student.
8. Consult with classroom teachers regarding management of student behavior according to student behavior plans.
9. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
10. Establish and maintain open communication with students, principals, and teachers.
11. Maintain a professional relationship with staff and students.
12. Use effective communication skills to present information accurately and clearly.
13. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
14. Be a positive role model for students and support mission of school district.

Supervisory Responsibilities:

None

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.

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.</p>
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ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature _____ Date _____

Printed Name _____ Employee ID # _____

Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Executive Director of Human Resources at 254-755-9473 and/or Waco ISD Director of Athletics, at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Executive Director of Human Resources at 254-755-9473. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Section 504 Coordinator at 254-755-9473 or; P.O. Box 27, Waco, TX, 76703.