



EMPLOYEE NAME: _____

Revised: 08/06; 04/08; 08/13; 05/18

JOB DESCRIPTION

POSITION TITLE: AVID Facilitator	JOB CODE: TEM3, TEM4
DIVISION: Academic Division, Teaching and Learning	SALARY SCHEDULE: N/A
DEPARTMENT: Assessment & Personalized Learning	WORK DAYS: As needed
REPORTS TO: Principal	PAY GRADE: N/A
FLSA: Non-Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Facilitates Socratic tutorial sessions, under the direct supervision of a certified teacher, consisting of small groups of middle or high school students who wish to strengthen academic skills, improve academic achievement, and prepare for college. AVID Facilitators engage all students within the group using inquiry and a variety of resources to deepen understanding of course content.	

REQUIREMENTS:

1.	Educational Level: Two years of college OR currently enrolled student preferred, with 2.5 or better GPA
2.	Certification/License Required: None; AVID Tutor training available upon hire
3.	Experience: Experience preferred but not required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, motivated, well-organized and a role model

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists with study, note-taking, and test preparation skills in all subject areas.
3.	Models the inquiry process.
4.	Reviews student binders as needed.
5.	Turns in accurate monthly time sheet in timely manner.
6.	Uses appropriate resources to support the tutorial process.
7.	Monitors and documents student progress.
8.	Increases college awareness and readiness.
9.	Communicates with teachers and instructional leaders as appropriate.
10.	Serves as student mentor and role model to AVID students.
11.	Participates in scheduled training and debrief sessions.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____