

SAN DIEGO CITY SCHOOLS
Position Description

TITLE:	AVID Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	020 PARA
ISSUED:	October 10, 2000		

BASIC FUNCTION:

Provide assistance to the instructional program in student discussion groups and tutorial sessions as part of the Advancement Via Individual Determination (AVID) program.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Conduct tutorial sessions emphasizing collaborative learning and the practice of students teaching other students through discussion of class and text notes. **E**

Determine the focus of tutorial sessions based on student tutorial worksheets, notes, and discussions. **E**

Assist students in any phase of the writing process, such as brainstorming, revision, and editing. **E**

Assist students in any subject area by being familiar with students' textbooks and materials and AVID classroom resources. **E**

Evaluate student binders, including calendars, class and textbook notes, and learning logs. **E**

Assist in teaching study skills and other aspects of college preparation. **E**

Assist the AVID coordinator as requested, such as contacting teachers regarding course outlines and assignment schedules, helping with field trips, and contacting parents. **E**

Assist in developing a resource file of materials for use in tutorial sessions. **E**

Communicate regularly with the AVID coordinator regarding student progress and areas of concern. **E**

Perform other duties related to this job class.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to: graduation from high school; prefer one year of experience working with youth in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Some positions may require bilingual verbal, written, and translation skills.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic student guidance principles and practices.
Basic subjects taught in district schools.
Reading and writing English communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.
California Education Code and District directives and policies.

ABILITY TO:

Attend AVID tutor training.
Assist in providing tutoring and reinforcing instruction at an assigned school.
Provide a satisfactory example for students in the AVID program.
Perform clerical duties such as filing and maintaining routine records.
Print and write legibly.
Understand and follow oral and written directions.
Learn the procedures, functions and limitations of assigned duties.
Communicate effectively and maintain cooperative relationships.
Work collaboratively with the assigned AVID coordinator.
Operate computers and other office equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom setting; occasionally outside on field trips.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects.

NOTE:

Many positions in this job class may be part-time. Part-time positions are subject to an increase or decrease in hours according to district needs. Some positions may involve two or more locations requiring travel between sites within the regular workday.

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