

Fort Worth Independent School District
Job Description

Posting Duration	Open Year Round
Title Building/Campus Job File Number	<u>Avid Tutor - Pool</u> Advanced Academic Services
Pay Scale	Tutor-Certified Teacher - \$21.00 Tutor-Degree/not certified - \$19.00 Tutor-90 college hours - \$17.00 60 college hours - \$15.00 30 college hours - \$12.00 Less than 30 hours - \$10.00
General Summary	Provide tutoring to students in the Advancement Via Individual Determination (AVID) program at secondary schools.
Job Duties	<ul style="list-style-type: none"> · Determine from student notes and discussions, the concepts that need to be taught or re-taught. · Evaluate student binders, including calendars, class and textbook notes, etc. · Become familiar with the materials in the AVID Curriculum Libraries. · Become familiar with the textbooks and materials used by AVID students. · Conduct tutorial sessions in all areas of mathematics; therefore, a strong math background is mandatory. · Conduct mini-lessons in the process of writing in all subject areas, study skills, and other aspects of college preparation. · Set an example of personal excellence and high expectations for AVID students to follow. · Work with students in any phase of the writing process, such as brainstorming, clustering, revision, and editing. · Communicate frequently and honestly with the AVID coordinator/teacher regarding student progress and areas of concern. · Perform other job related duties as assigned.
Job Qualifications	<ul style="list-style-type: none"> · Must have a minimum of 12 college hours from an accredited college or university; <ul style="list-style-type: none"> · Current enrollment in an accredited college or university preferred. · Must have strong math and English background, evidenced by college transcript. · Ability to: <ul style="list-style-type: none"> · communicate effectively, both orally and in writing, including principles of English and grammar usage. · work well with students and all levels of internal management and staff. · possess excellent organizational and motivational skills. · exercise discretion regarding matters of sensitive or confidential nature. · exercise judgment and creativity in making decisions. · provide academic support and to be good role models. · Attend all program training sessions.
Application Requirements	Complete on-line application. Must complete an online application and attach a resume as a word document. Two job related reference letters required if hired. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency. (Click here for equivocation list)
Additional Job Information	<p>PHYSICAL JOB REQUIREMENTS</p> <p>PHYSICAL DEMANDS REFERENCE Occasionally (0-33% of day, 0-32 repetitions) Frequently (34-66% of day, 33-200 repetitions) Constantly (67-100% of day, >200+ repetitions)</p>

PHYSICAL DEMANDS

Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible amount of force constantly to move objects.

ENVIRONMENTAL CONDITIONS

Ninety-five percent indoors, in controlled environment, 5% outdoors, exposed to weather elements when traveling.

A detailed list of physical job requirements is available from the Compensation Department.

These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.