

AVID Tutor Job Description

Academic tutors are needed to tutor **AVID** students during the AVID elective class. Individuals interested in becoming an AVID tutor can download the application at www.gwd50.org, Schools of Choice, AVID or Human Resources. Applications may be mailed to Greenwood School District 50, Attn: Cathy S. Chalmers, PO Box 248, Greenwood, SC 29648. **Tutors are needed:**

Mondays/Wednesdays Emerald High School	FROM: 8:30 am	TO: 9:30 am
Mondays/Wednesdays Emerald High School	FROM: 2:30 pm	TO: 3:30 pm
Tuesdays/Thursdays Greenwood High School	FROM: 1:20 pm	TO: 3:30 pm
Tuesdays/Thursdays Northside Middle School	FROM: 9:00 am	TO: 3:00 pm

Details for First Time Tutors

- A complete background check is required prior to becoming an AVID Tutor
- Tutors are required to attend 16 hours of paid facilitator training
- Trained tutors rate of pay, \$10.00 per hour for college and adult tutors, \$8.00 per hour for high school tutors.
- Completed application on file
- Completed W-4 form on file
- Official college transcript on file if applicable
- TB Test results on file

Under direct supervision of the principal and AVID coordinator and with the assistance of the AVID elective teacher, tutors will perform the following tasks:

1. Take an active role in developing the academic and personal strengths of AVID students.
2. Serve as a role model/mentor to AVID students by being a lifelong learner, demonstrating appropriate academic and social behaviors, and wearing appropriate attire at all times.
3. Determine from student's notes and discussions, the concepts that need to be taught or retaught.
4. Evaluate student binders, including calendars, class and textbook notes, etc.
5. Become familiar with the materials in the AVID Curriculum Libraries.
6. Become familiar with the textbooks and materials used by AVID students.
7. Conduct tutorial sessions in all areas of mathematics; therefore, a strong math background is mandatory.
8. Conduct mini-lessons in the process of writing in all subject areas, study skills, and other aspects of college preparation.
9. Set an example of personal excellence and high expectations for AVID students to follow.
10. Work with students in any phase of the writing process, such as brainstorming, clustering, revision, and editing.
11. Communicate frequently and honestly with the AVID coordinator/teacher regarding student progress and areas of concern.

Qualifications:

- Degree or working towards a degree in mathematics, English language arts, Science, education, or other related fields.
- Enrolled in or graduate of a technical college or university.
- College students must have a minimum 2.5 GPA, evidenced by college transcript.
- Must have a strong math and English language arts background, evidenced by college transcript.
- College students must have a minimum of 15 college credit hours.
- Adults who have a 2 year or 3 year post-high school degree and who are interested in working with middle and high school students.
- Greenwood School District 50 high school seniors who are interested in becoming an AVID tutor and earning \$8.00/hour need to apply at their school. To be eligible, they must be a senior with a 3.75 weighted GPA or higher, experience with AP/Dual enrollment classes, exemplary attendance and discipline record. You will also be required to attend four hour training workshop



Greenwood School District 50
 PO Box 248
 1855 Calhoun Road
 Greenwood, SC 29648
 (864) 941-5412

Completed application, volunteer form, and other documents maybe mailed, scanned and email to chalmersc@gwd50.org, faxed to 864-388-2420, or delivered in person the Greenwood School District 50, ATTN: C. Chalmers, 1855 Calhoun Road, Greenwood, SC 29649

NAME:		
EMAIL:	STUDENT: <input type="checkbox"/> Yes <input type="checkbox"/> No	GENDER:
SS#:	WHAT COLLEGE YOU ATTEND(ED):	MAJOR:
ADDRESS:		
Street/PO Box/Apt. #		
City/State/Zip		
HOME PHONE:	CELL/PAGER:	
SEE AVID Job Description for needed hours of employment, posted at www.gwd50.org		

Please list below reasons and/or expectations for becoming an AVID tutor. Attach transcript.
 (Please use the back of this form if additional space is needed.) If you are a returning AVID tutor we do not need your transcript.

Do you have prior experience with AVID? _____ If Yes ___ student ___ tutor _____ # of years

What is the highest level of math completed? _____

What is your strongest subject area? _____ What is your weakest? _____

AVAILABILITY (Please **CHECK** the time(s) you are available for tutoring, if selected.):

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By signing below, you agree that all information submitted is true and accurate and that you are giving Greenwood School District 50 permission to complete a background check BEFORE confirming your eligibility as an AVID tutor. AA/EOE

Signature of Applicant

Date of Application

Temporary Recommendation/Volunteer Form

FAX (864) 388-2420

ATTN: Cathy S. Chalmers (District AVID Coordinator)

Please Check the Appropriate Box: Senior AVID High School Tutor

School Volunteer (list schools Northside Middle School-Self Regional Volunteer)

Type of Volunteer AVID Tutor Have you previously tutored in the AVID Program? Yes No

Adult Education Summer Help Homebased Services

Homebound Services Athletic Coach PAID

Athletic Coach VOLUNTEER Band PAID Band VOLUNTEER

Other _____

Contracted Services – STOP, CALL AMY STRICKLAND AT 941-5404.

PLEASE PRINT CLEARLY FOR SLED/PAYROLL PURPOSES:

****** (must use legal name) ******

FIRST NAME MIDDLE NAME LAST NAME MAIDEN NAME

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____ MALE FEMALE

ADDRESS: _____

HOME PHONE: _____ **CELL PHONE:** _____

E-MAIL ADDRESS: _____

HIRE DATE/ FIRST DAY TO WORK WHEN CLEARED: _____

I CERTIFY THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT GREENWOOD SCHOOL DISTRICT 50 WILL REQUEST A CRIMINAL HISTORY RECORD FROM THE SOUTH CAROLINA LAW ENFORCEMENT DIVISION (SLED) AND THAT ANY EMPLOYMENT OFFER/PERMISSION TO VOLUNTEER WITHIN THE DISTRICT IS CONTINGENT UPON RECEIPT OF A SATISFACTORY REPORT OF CRIMINAL HISTORY.

The fee for a SLED check is \$25. If you would like to help the district defray the cost of this service please attach a check made payable to Greenwood School District 50 for \$25.

Signature of Volunteer/Employee Date

Signature of Program Director/Immediate Supervisor Date

Signature of School Principal Date