



**Temporary Recommendation/Volunteer Form**

**FAX (864) 388-2420**

**ATTN: Cathy S. Chalmers(AVID Coordinator)**

**Please Check the Appropriate Box:**

**School Volunteer** (list schools \_\_\_\_\_)

**Type of Volunteer**  **AVID Tutor** \_\_\_\_\_

**Adult Education**                       **Summer Help**                       **Homebased Services**

**Homebound Services**                       **Athletic Coach PAID**

**Athletic Coach VOLUNTEER**    **Band PAID**                       **Band VOLUNTEER**

**Other** \_\_\_\_\_

**Contracted Services – STOP, CALL TERESA CLARK 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.**

\_\_\_\_\_  
**Signature of Volunteer/Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Program Director/Immediate Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Classroom Teacher (If Applicable)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of School Principal**

\_\_\_\_\_  
**Date**



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

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

**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.)

\_\_\_\_\_

\_\_\_\_\_

Do you have prior experience with AVID? \_\_\_\_\_  If Yes \_\_\_\_\_ student \_\_\_\_\_ tutor

What is the highest level of math completed? \_\_\_\_\_

What is your strongest subject area? \_\_\_\_\_ What is your weakest? \_\_\_\_\_

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

MONDAY	FROM:	TO:
TUESDAY	FROM:	TO:
WEDNESDAY	FROM:	TO:
THURSDAY	FROM:	TO:
FRIDAY	FROM:	TO:

**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*

## **AVID Tutor Job Description**

Academic tutors are needed to tutor *AVID* students during the AVID elective class for a minimum of two hours a week. Individuals interested in becoming an AVID tutor can download the application at [www.gwd50.org](http://www.gwd50.org), Schools of Choice, AVID. Applications may be mailed to Greenwood School District 50, Attn: Cathy S. Chalmers, PO Box 248, Greenwood, SC 29648. **Tutors are needed Mondays and Wednesdays 10:30 AM-11:45 AM (Emerald High School) Tuesday and Wednesdays 10:30-1:45 AM (Greenwood High School) Tuesdays and Thursdays 9:00 AM-11:30 AM and 1:00 PM-3:15 PM (Northside Middle School) Tutors can work at more than one school if schedules permit.**

### **Details**

- 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
- Completed application on file
- Completed W-4 form on file
- Official college transcript 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 re-taught.
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 20 college credit hours