

Rosemead School District

A.V.I.D. (Advancement Via Individual Determination), STUDENT TUTOR

DEFINITION

Under general supervision to assist, tutor, and train students individually or in groups in a classroom or similar situation following prescribed course of study to perform work as a tutor, and to do related clerical work as may be required.

CLASS CHARACTERISTICS

Positions in this class work, under general supervision, and tutor students individually or in groups on subject matter prescribed by a teacher, in order to improve student performance and/or perform clerical duties as may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists teachers by providing instructional assistance to students individually or in groups in reviewing and reinforcing previously taught skills; reads to students, explains work assignments and/or homework, coordinates and assists students in learning groups and centers; and performs general and specific tutorial tasks. May assist in preparing a variety of learning materials; may operate a computer or audiovisual equipment; performs a variety of routine clerical and record keeping activities both outside and in the classroom; and performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge and Abilities:

Knowledge of: Appropriate mathematical skills for specific assignment; correct English, oral and written usage; basic methods and techniques used in tutoring and ways to effectively work with students, and basic computer programs.

Ability to: Work cooperatively with others; establish and maintain effective relationships with students and coworkers; understand and carry out instructions; operate a computer or audiovisual equipment; explain and reinforce various subject areas; perform a variety of routine clerical duties; mentor students through instruction and example; and make appropriate judgments regarding safety and confidentiality.

EDUCATION AND EXPERIENCE

Incumbents must possess high school diploma or equivalency and be currently enrolled and attending a college or university; and must also possess the knowledge and abilities listed above. To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED LICENSES CERTIFICATES Possession of a valid and appropriate California driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYMENT STATUS

Non-bargaining unit position. At will, hourly employees. Employment may be terminated at any time due to lack of funds or failure to meet the needs of the program. Candidates are required to be available during the morning hours, not to exceed six hours weekly.

Does not include ~~sick leave~~, vacation, or health and welfare benefits.

Board approved:

08/07/03