



T U L S A

PUBLIC SCHOOLS

*Equal Opportunity Employer*

### **Job Description**

**Job Title: AVID Tutor**

**Reports to:** Principal  
**Department:** AP Incentive Grant (Federal Projects)  
**Number of Days:** 2 days/week for the school year.  
**Compensation:** \$15 per hour  
**Overtime Status:** Non-Exempt  
**Date Job Revised:** February 24, 2011

**Position Summary:** Provide tutoring for students in the AVID elective class.

#### **Qualifications/Job Requirements:**

##### **Education:**

- Minimum 2.5 GPA. (Must provide TPS with an official transcript and/or college entrance test scores.)
- Qualified for college level and English courses. (Not required to be an expert in any particular course.)

##### **Specialized Knowledge, Licenses, etc:**

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##### **Experience:**

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##### **Specific Training/Skills:**

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##### **Physical Requirements (If Applicable):**

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##### **Other:**

- Good communicator.
- Like working with teens.
- Enjoy seeing teens succeed academically.
- Must pass an OSBI background check.
- Willing to learn the "Socratic" method of tutoring (i.e., asking the 'right' questions until the student arrives at the correct answer to the problem.)

#### **Scope of Authority (If Applicable):**

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#### **Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):**

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#### **Customer Contacts:**

- Internal:
- External:

#### **Duties and Responsibilities:**

- Available to tutor two days each week during the school day for a minimum of one hour each day.
- Days and time of the tutorial classes vary by school and semester.