



AVID Tutor Expectations

- Tutors are critical to the success of the AVID program.
- Being part of a program at the forefront of education is highly challenging and requires extraordinary commitment, yet its rewards are many.
- More than anything else, tutoring in AVID is the best preparation possible for a career in teaching or in any other job which is people oriented.
- AVID tutors have the ability to guide students toward academic and personal excellence that will reach far beyond their high school years.
- As an AVID tutor, you are an active participant in the learning, growth, and personal development of students. Most importantly, you have been selected for this position for your ability to make a positive contribution to the academic and personal achievement of our AVID students.

As a tutor, you are making a commitment to:

- Conduct tutorial sessions that underscore the principle of collaborative learning and the practice of students teaching other students through discussion of class and text notes.
- Determine from student tutorial worksheets, notes, and discussions the concepts that need to be the focus of tutorial sessions.
- Work with students in any phase of the writing process, such as brainstorming, clustering, read arounds, revision, and editing.
- Allow students to shoulder the responsibility for their own active learning while guiding them with strategies that they will become accustomed to using independently.
- Reinforce the idea that learning extends far beyond mere studying to form the basis for long term accomplishments.
- Assist students in any subject area, by being familiar with students' textbooks and materials and AVID classroom resources.
- Evaluate student binders, including calendars, class and textbook notes, and learning logs.
- Assist in teaching study skills and other aspects of college preparation.
- Take responsibility for the tone and atmosphere of the AVID classroom.
- Acknowledge the individuality of all AVID students and work to develop their academic and personal pride.
- Assist the AVID coordinator as requested, such as reviewing course outlines and assignment schedules, helping with field trips, etc.
- Assist in developing a resource file of enrichment materials for use in tutorial sessions.



College Station Independent School District

Success...each life...each day...each hour

- Communicate regularly with the AVID coordinator/teacher regarding student progress and areas of concern.
- Set an example of personal excellence and high expectations for AVID students to follow

AVID Tutors are identified as CSISD Temporary Employees with the same expectations as other district employees.

Professionalism

- **Do's**
 - Maintain a professional relationship with the AVID students and elective teacher/coordinator.
 - Follow all district procedures and policies.
 - Adhere to the AVID Tutor Contract.
 - Report any inappropriate comment (written or verbal) or action to the AVID Elective Teacher/Coordinator.
 - Participate in class and group activities as requested by the AVID Elective Teacher/Coordinator.
 - Attend AVID Tutorials in a timely manner as assigned.
 - Be punctual to AVID tutorial sessions.
 - Inform the AVID teacher at least 1 day in advance if you are unable to be to be at work (E-mail or call). In the case of an emergency, notify the AVID teacher as soon as possible.
 - Complete all required payroll information including time sheets according to district guidelines.
 - Attend the AVID Tutor Trainings as indicated.
 - Sign in and out according to your assigned campus procedures.
- **Don'ts**
 - Email current students or accept their emails if not instructional based.
 - Accept students as friends on Snapchat, Instagram, Facebook, Twitter, and any other social media outlets.
 - Give the students your phone number.
 - Discuss any social behavior that is not instructionally related.
 - Discuss parties, alcohol, skipping class, drugs, weapons, sex, etc.

Failure to adhere to the policies, guidelines, and expectations of the CSISD AVID Tutor Handbook and AVID Tutor Contract may result in termination as an AVID Tutor.



AVID Tutor Role and Responsibilities

1. Discipline

As an AVID tutor, you are coaching and facilitating the tutorial group. However, you may not discipline students; this is solely the responsibility of the AVID elective teacher. You may remind students of their responsibilities during tutorials (note-taking, paying attention, participating, etc.); however, if a student is continually disrupting the teaching/learning process, bring it to the attention of the AVID elective teacher immediately. Tutors may not write passes for students.

2. Teacher Reports

At the end of each tutoring day or session, each tutor will spend a few minutes collaborating with the AVID elective teacher. Tutors are to report how the day went: successes, challenges, and concerns about student academic or personal issues, training needs, discipline, etc. This is necessary to nurture the collaborative process between the AVID elective teacher and tutor to brainstorm, design, and create and address solutions to any and all concerns.

3. Confidentiality

The Family Education Rights and Privacy Act (FERPA), guarantees the confidentiality of students' grades and information at all times. Student information may only be discussed with the AVID elective teacher for the student, the AVID Coordinator, the AVID Counselor, or the AVID Administrator.

4. Collaboration

All AVID tutorials are of a collaborative nature. Tutors are not to give students the answers or re-teach the lesson. AVID tutors serve as coaches and facilitators in the tutorial process.



AVID Tutor Contract

Name of tutor: _____ **Date:** _____

Tutor Goals:

1. Take an active role in developing the academic and personal strengths of AVID students.
2. Assist the students in the successful completion of college eligibility requirements.
3. Provide academic support for students in rigorous courses.
4. Encourage the students to enroll in a four-year college or university after high school graduation.
5. Serve as coach and mentor to AVID students.

Tutor Responsibilities:

1. Complete 16 hours of AVID tutor training.
2. Facilitate tutorial learning process and implement AVID methodologies.
3. Serve as role models for AVID students in behavior, attire, and work ethic.
4. Become familiar with the specific routines and expectations of each AVID teacher's classrooms.
5. Monitor student progress during tutorials, providing feedback to students and teachers.
6. Assist the students in maintaining the AVID binder with a calendar, assignment sheets, tutorial worksheets, and daily Cornell notes in all academic classes.
7. Be positive and professional at all times.
8. When possible, participate in AVID field trips, motivational activities, and Site Team meetings.
9. Other duties assigned by AVID Site Coordinator or AVID teacher relevant to program and student progress.

Tutorial Agreement:

I agree to accept employment as a tutor in the AVID elective class, which will offer academic support to the AVID students. I understand that in order to give fair consideration to my involvement with the program, I must commit to remaining employed as an AVID Tutor for the entire semester, and that I will be allowed to remain in the program only if I meet the responsibilities outlined above.

Tutor Signature **Date** _____
AVID District Director **Date**

AVID Elective Teacher/ Site Coordinator Signature **Date**