

PACIFIC GROVE UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: AVID (Advancement Via Individual Determination) Classroom Tutor

SALARY: \$30 per hour

DIRECT SUPERVISOR: District AVID Coordinator and classroom teacher

DEFINITION: Under the limited supervision of the District AVID Coordinator and classroom teachers, an AVID Tutor acts as a collaborative coach. Their primary role is to facilitate small-group peer tutorials, to guide students to discover their own answers using Socratic questioning and to prepare them for long-term college and academic success.

DISTINGUISHING CHARACTERISTICS: **AVID Classroom tutors** hired with the Pacific Grove Unified School District will support middle and high school students enrolled in the AVID elective course by providing instruction on key AVID strategies under the guidance of the classroom teacher. In this role, tutors must serve as positive examples of motivated, organized, and successful college students or working professionals by consistently demonstrating an excellent work ethic, professional behavior, and appropriate attire. Additionally, they are expected to maintain open communication with the AVID elective teacher regarding student progress, collaborate closely on tutorial plans, and adhere strictly to all student privacy and confidentiality policies. Ultimately, successful candidates will cultivate a patient, welcoming, and inclusive classroom atmosphere that fosters student growth.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Become familiar with the 10-Step AVID tutorial process.
- Regularly review student binders to ensure organization.
- Check that students are keeping up with calendars, class notes, textbook notes, and learning logs.
- Actively support the development of students' writing, inquiry, collaboration, organization, and reading (WICOR) skills.
- Assist the AVID Coordinator in preparing instructional materials, developing resource files, and teaching study skills.
- Must maintain focus, order, and respectful behavior among small groups of diverse adolescents.

OTHER DUTIES:

- Performs other job related duties as assigned by the supervisor.

REQUIRED QUALIFICATIONS:

Education and Experience: *Any combination of education, training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Completion of the twelfth grade.

Licenses and Other Requirements:

- Candidates must successfully pass a criminal background check (fingerprinting/Live Scan) and a tuberculosis (TB) clearance prior to employment with Pacific Grove Unified School District.

Knowledge:

- Understanding of core academic subjects including advanced mathematics, sciences, English, and social studies.

- Familiarity with AVID's core strategies: Writing, Inquiry, Collaboration, Organization, and Reading.
- Knowledge of note-taking systems (like Cornell notes), text annotation, and graphic organizers.
- Understanding of college admissions, testing requirements, and the culture of higher education.

Skills and Abilities:

- Establish relationships with students.
- Develop and maintain cooperative working relations with those contacted in the course of work.
- Work independently on your own initiative.
- Perform and/or participate in special areas of instruction.

DESIRABLE QUALIFICATIONS:

- Possession of a valid California Driver's license is desirable.
- Valid CPR/First Aid Certification is desirable.
- Prior experience working with middle or high school students in a leadership, coaching, or tutoring capacity.
- Current enrollment in an accredited college or university is preferred, as tutors must serve as academic role models.

PHYSICAL and MENTAL CHARACTERISTICS: *Incorporated within one or more of the essential functions of this position are the following physical requirements.*

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing students and reading instructional materials, tests, student records and other printed matter.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio.
- Operate audiovisual equipment, computer, typewriter, copy machine and other office and other equipment used in the course of work with dexterity.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 30 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion.
- Ability to meet the travel requirements of this position.

WORKING CONDITIONS and HAZARDS:

Indoor and outdoor working environment subject to bending, crouching, kneeling and reaching in all directions.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.*

Created: 8/7/2026

Adopted by the Board of Education: 9/10/26