AVID TUTOR ROLE & RESPONSIBILITIES

Thank you for agreeing to support the growth of AVID students in Pinellas County Schools. Our district has 35 AVID schools that utilize the AVID tutorial process, including our wonderful tutors. In order for your tutoring experience to be as positive and beneficial to you and the students that you’ll serve, we want to make sure that you understand our processes and expectations.

As an AVID tutor, our students and teachers depend on your dedication and effective communication. As we work through this school year, it will be critical that you take an active role in being a great resource to our AVID programs. Below you will find a list of expectations created by our national program to guide your experience. Please review them carefully, as they will help ensure your success in this capacity.

Once you are placed at an AVID site to tutor, your points of contact for any assistance will be as follows.

- AVID Site Elective Teacher
- AVID Site Coordinator
- AVID Site Administrator
- AVID District Director

You will receive the specific names of these individuals at the appropriate time.

Again, we appreciate your service and we look forward to a great year of building college dreams for our students. If you have any questions, please contact me. Y’Desha Alsup, (727) 588-6044.
A. The AVID tutor takes an active part in developing the academic and personal strength of AVID students.
B. The AVID tutor becomes thoroughly grounded in AVID strategies (WICR: writing, inquiry, collaboration, and reading).
C. The AVID tutor becomes a master of each stage of the AVID tutorial and the inquiry learning process, as described below:
   1. Students take Cornell notes in their academic classes.
   2. Students complete the Tutorial Request Form (TRF), including two higher-level questions from their academic class, Cornell notes, homework, classwork, quizzes, and/or tests.
   3. As students enter the room, the teacher/tutor checks and/or collects the TRFs. The resources students bring to class to support their questions are also checked.
   4. Students are divided into tutorial groups of seven or fewer.
   5. One student begins the tutorial by presenting a higher-level question to the group. Tutor and group members ask questions to guide the student presenter through the inquiry process.
   6. Group members/tutor check the student presenter’s understanding of the answer to his/her question by asking clarifying questions.
   7. Steps 5 and 6 are repeated for all group members.
   8. Students complete a written reflection on their learning (content and/or process).
   9. Students turn in their TRFs to teacher/tutor for grading and feedback.
  10. Teacher/tutors/students debrief the tutorial process. Students verify their learning in their academic classes.
D. The AVID tutor assists AVID students in developing personal pride.
E. The AVID tutor:
   • Assists students in the successful completion of college eligibility requirements.
   • Provides academic support for students in rigorous courses.
   • Encourages students to enroll in a four-year college or university after high school graduation.
   • Serves as a role model/mentor to AVID students.
F. AVID tutors are expected to be active learners, not experts. Because you have been selected as a tutor for this special class, it is expected and understood that you will:
   • Be positive and professional at all times.
   • Arrive on time and prepared for class.
   • Act as a role model in behavior and wear appropriate attire at all times.
   • Assist students in maintaining their AVID binders (with calendar, assignment sheets, TRFs, and daily Cornell notes in all academic classes).
   • Actively participate in collaborative groups and tutorials.
   • Participate in AVID field trips and motivational activities (when possible).
   • Inform teacher in advance of absences/tardies on a tutorial day.
   • Become familiar with the specific routines and expectations of each AVID teacher’s classroom.
   • Facilitate the tutorial learning process and implement AVID methodologies.
   • Adhere to district/site policies and procedures.
   • Complete 16 hours of tutor training.