

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: AVID PROGRAM ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in the AVID (Advancement Via Individual Determination) instructional program; provide classroom tutorial services to students in assigned subject areas; assist in the preparation of instructional materials and provide routine clerical support.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; assist with the preparation, reinforcement and presentation of materials related to the instructional program regarding mathematics, English, foreign language, social science and science.

Orient, brief and assist absent and late enrolling students in course assignments and special projects required by the teacher; explain words and meanings; rephrase material and provide comparable learning examples to reinforce learning concepts.

Assist a teacher to whom assigned in the monitoring of students during classroom activities and non-classroom activities such as field trips and bus loading and unloading.

Disperse textbooks, learning package materials, supplies and equipment and other material related to instructional programs to students; establish and maintain related inventories.

Perform a variety of clerical duties such as preparation of instructional materials, typing and duplicating materials, taking role and maintaining records and files.

Coordinate college campus visits and tours; coordinate guest speakers to communicate to students college options and careers.

Assist in coordinating fund raising activities for the AVID program.

Observe and control behavior of students in the classroom according to approved procedures; report progress regarding student performance and behavior.

Operate a variety of classroom and office equipment including a computer, copier, paper cutter and laminator.

Assist in maintaining a neat, orderly and safe learning environment.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping and filing techniques.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.
Reinforce instruction to individual or small groups of students as directed by the teacher.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Organize instructional materials.
Operate a variety of standard office and classroom equipment.
Observe health and safety regulations.
Perform clerical duties related to classroom activities.
Maintain routine records and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and verification of enrollment in an accredited public or private college, university or community college in a minimum of six academic semester units.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class are required to pass a basic skills proficiency exam.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224