

AVID Program – The Dalles High School (TDHS) FEDERAL WORK-STUDY OFF-SITE JOB DESCRIPTION

Title: AVID Mathematics & Reading Tutor

Summer: No **Fall:** Yes **Winter:** Yes **Spring:** Yes

Job Description: The AVID Tutor will be responsible providing tutelage in core High School subjects and offering limited supervision for 7-12th grades students at The Dalles High School (TDHS) and The Dalles High School through the AVID program. The job of AVID tutoring will focus primarily on improving core subject skills (math and reading) for the target population of students (7-12th grade).

Essential Job Functions: Tutors will work cooperatively with AVID/TDHS staff members and have the ability to function independently at times. Tutors must be capable of adapting professionally to changing circumstances and consistently abide by the confidentiality rights of students and parents.

Requirements: Desired applicant must have adequate mathematics and reading comprehension skills as deemed appropriate by AVID/TDHS. Preferred applicants will have a knowledge of basic teaching methods and enjoy interaction with and supervision of students (7-12th grade). Accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Knowledge, Skills and Abilities: Current Title IV Federal Work-Study eligible Columbia Gorge Community College students who have completed high school or equivalent. Students exhibiting a commitment to student success and have some knowledge of instructional materials and elements of effective teaching and learning. All tutors will receive training from AVID/TDHS in the instructional practices used by AVID prior to the start of work.

This part-time position is available to Columbia Gorge Community College students attending at least half-time who have remaining Title IV Federal Work-Study eligibility and unmet need. Please confirm eligibility status by contacting the financial aid department at financialaid@cgcc.edu or by calling 541-506-6021.

Days/Hours: Approx. 4-8hrs/week

Dept: AVID: Math & Reading

AVID Supervisor: Ajay Rundell

FWS Supervisor: Jennifer Christensen

Location: The Dalles High School

Pay Level: 1

Job Phone: 541-506-3400 ext. 2301

FWS Supervisor Phone: 541-506-6029