

SPRINGFIELD PUBLIC SCHOOL DISTRICT #186
1900 West Monroe - Springfield, Illinois 62704
Jennifer Gill, Superintendent

NOTICE OF VACANCY

TITLE OF VACANCY: AVID Tutors **DATE:** July 26, 2017

LOCATION OF POSITION: Various Locations

DAYS PER YEAR: Varies (2-4 days per week) **HOURS PER DAY:** Based upon availability (up to 7.5 hours)

WHO MAY APPLY: Any person meeting the basic requirements listed below for this position

REQUIREMENTS:

1. Requires tutors to participate in AVID curriculum training
2. Must be willing to meet regularly to discuss student progress and concerns
3. Requires the ability to effectively work with students of diverse backgrounds
4. Keep informed of and adheres to school regulations and policies
5. Be flexible in meeting the needs of the school
6. Maintain prompt and regular attendance for each tutoring session
7. Strong math and science backgrounds preferred
8. Current university or college students or some college experience preferred

SPECIFIC RESPONSIBILITIES:

1. Tutor students in small study groups and assisting them in all subject areas relevant and determine concepts that need re-taught
2. Evaluate student binders, calendars, class and Cornell notes, learning logs, etc.
3. Conduct brainstorming and clustering sessions
4. Lead peer critique groups in the Writing Conference
5. Conduct and determine concepts that need to be focused upon in tutorial sessions
6. Perform other duties as assigned

FILING DATE DEADLINE: Until Filled **APPOINTMENT DATE:** 2017-18 School Year

SALARY: \$11.00 per hour (2016-17 salary schedule)

SELECTION PROCEDURE: Application-Interview-Selection

BENEFITS: No Benefits

Please refer application and resume to:

Gina McLaughlin-Schurman
Director of Human Resources
Springfield Public Schools
1900 West Monroe Street
Springfield IL 62704
Telephone: 525-3006

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or handicap.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER