



**EMPLOYMENT OPPORTUNITIES**  
**MORENO VALLEY UNIFIED SCHOOL DISTRICT**  
 HUMAN RESOURCES DIVISION: 25634 ALESSANDRO BLVD., MORENO VALLEY, CA 92553  
 PHONE: (951) 571-7500, EXT. 17575 WEBSITE: WWW.MVUSD.NET

ALL APPLICATIONS MUST BE SUBMITTED THROUGH EDJOIN.ORG

## AVID TUTOR

### TO FILL CURRENT VACANCIES AND CREATE AN ELIGIBILITY LIST

#### CLASSIFIED VACANCY APPLICATION PROCEDURE:

APPLY ONLINE AT: EDJOIN.ORG

**Applicants who fail to submit all required information/documents will not be considered for employment.**

The following items are required by the application deadline:

1. A completed EDJOIN classified application
2. Copy of High School Diploma or GED Certificate, Associates, or Bachelors Degree. Or copy of transcripts showing high school graduation or transcript showing Associates, or Bachelors Degree confirmation date.
3. Acceptance letter or proof of **CURRENT** enrollment at an accredited college or university as an undergraduate or graduate student is required.

#### NON-DISCRIMINATION POLICY

Moreno Valley Unified School District is an equal opportunity employer and shall not discriminate against employees, job applicants, students/parents, or community on the basis of gender, race, color, religious creed, ancestry, age, marital parental status, disability, sexual orientation, or Vietnam-era veteran status. District programs and activities shall be free from unlawful discrimination. Sexual harassment of or by any person in the work or educational setting shall not be tolerated; it shall be a violation of District policy to engage in any conduct which constitutes sexual harassment. Complete District policies on non-discrimination, and sexual harassment are available through the Human Resources Division. (BP 4030, BP 0410a, BP 4119.11) Prior to employment, all applicants are subject to a fingerprint clearance through the Department of Justice (DOJ). The fee will be paid by applicant. Authorization of employment will not be granted until the fingerprint clearance from DOJ has been accepted

*PLEASE SCAN TO VIEW MVUSD OPENINGS*



**Deadline:** Until Filled  
**Salary:** \$16.00 per hour  
**Workdays:** Academic Year

NOTE: CURRENT EMPLOYEES SHALL REMAIN IN A POSITION FOR AT LEAST ONE (1) YEAR FROM THE BEGINNING DATE OF AN INITIAL PROBATION OR PROMOTIONAL PROBATIONARY PERIOD IN ORDER TO BE CONSIDERED (PER CONTRACT, ARTICLE 15)

#### DEFINITION:

Moreno Valley Unified School District is looking for knowledgeable and dedicated college students at local institutions to join our AVID team by becoming an AVID tutor. AVID tutors have the ability to guide students toward academic and personal excellence, higher order thinking skills, and self-efficacy through tutorials.

#### EXAMPLE OF DUTIES/RESPONSIBILITIES:

- » Become familiar with the AVID Tutorial process.
- » Participate in all required trainings, professional development sessions, and meetings.
- » Become familiar with the textbooks and materials used by AVID students.
- » Establish and maintain rapport with students.
- » Tutor students in small study groups or individually, assisting them in all subject areas based on the class and text notes they have collected in their AVID binders.
- » Determine from student notes and discussions the concepts that need to be taught or re-taught.
- » Facilitate student learning in a challenging, yet supportive, tutoring environment.
- » Evaluate student binders, including calendars, class and text notes, book notes, etc.
- » Assist in developing a resource file of enrichment materials for use in tutorial sessions.
- » Set an example of personal excellence and high expectations for all AVID students to follow.
- » Communicate frequently and honestly with the AVID coordinator regarding student progress and areas of concern.

#### MINIMUM QUALIFICATIONS:

##### Knowledge of:

- » General needs and behavior of students.
- » Correct English usage, spelling, grammar and punctuation.
- » Some knowledge of specialized fields such as Mathematics and Science.
- » Familiarity with Google Suite applications

##### Ability to:

- » Understand and carry out oral and written instructions.
- » Effective communication skills with students and adults.
- » Provide positive support for students in individual and small group settings.
- » Relate to students with multicultural backgrounds.
- » Establish and maintain effective relationships with persons contacted in the course of work.

#### EDUCATION AND EXPERIENCE:

##### Education:

- » Graduation from High School or Equivalent

##### Experience:

- » Must be enrolled at a college or university.