Thank you for your interest in becoming an AVID tutor. We want to hire tutors who have a sincere desire to help students in the academic middle (2.0–3.4 GPA) prepare for college. You may learn about AVID by visiting www.avid.org and reviewing the following links:

“About” and “News Room/Our Stories/Featured Videos”

The E. Desmond Lee Regional Institute of Tutorial Education (RITE) hires tutors to work in the AVID classrooms of St. Louis Public Schools. Because the AVID training and the UMSL application process are lengthy, it is important that a prospective tutor have a clear understanding of the program, requirements, and responsibilities of an AVID tutor before engaging in the hiring process.

Please read the information outlined below and the second page, “Becoming a Tutor—part 2.”

**Requirements:**
1. Be a current college student or a college graduate.
2. Have a 2.5 GPA (verified by transcript).
3. Be proficient in core subjects: English, math (algebra, geometry) and science.
4. Have reliable transportation.
5. Be available to work at least one school semester.

**Responsibilities:**
1. Be there on time and on a regular basis; notify teacher in advance of an absence (24-48 hrs).
2. Assist students in maintaining their AVID binders and Cornell notes in all academic classes.
3. Actively participate in tutorial groups.
4. Become familiar with the specific routines and expectations of the AVID teacher’s classroom.
5. Adhere to district/site policies and procedures: www.slps.org.
6. Turn in signed tutorial logs on time.
7. Facilitate the tutorial learning process by implementing AVID methodologies.
**Becoming a Tutor–Part 2**

1. *Learn* about AVID by visiting www.avid.org and coe.umsl.edu/rite. Submit a copy of transcript (2.5 GPA required) to Mrs. Linda Bell: BellLin@umsl.edu

2. *Apply:* Applicant should call RITE office (314-516-7268) to make an appointment for an interview.
   - RITE office location: 208 Marillac Hall (UMSL south campus)

3. Applicant will be interviewed and required to complete a brief writing segment.

4. *Schedule:* Applicant and Mrs. Bell review AVID tutoring class schedule to select school and class assignment(s).

5. Applicant who is successful will receive a letter offering a tutoring job, conditional upon passing the required background check.

6. Applicant completes necessary forms, some of which are online. The following documents are needed for those who are hired: Social Security card and government-issued photo ID (such as unexpired driver’s license).
   - Application process can take 3-4 weeks.

7. *Tutorial training* is conducted by RITE and AVID. Tutors are paid for training time.

8. Successful applicant will be notified via e-mail from the RITE office about date to begin working.