

## *Job Posting*

# **AVID**

# **Student Tutors**

Harnett County Schools is seeking several college students to tutor. Tutors will work in the classroom and may be scheduled for up to two days per week.

**Under direct supervision of the AVID coordinator/teacher, tutors will perform the following tasks:**

1. Determine from student notes and discussions, the concepts that need to be taught or re-taught.
2. Evaluate student binders, including calendars, class and textbook notes, etc.
3. Become familiar with the textbooks and materials used by AVID students.
4. Set an example of personal excellence and high expectations for AVID students to follow.
5. Communicate frequently and honestly with the AVID coordinator/teacher regarding student progress and areas of concern.

**Qualifications:**

- Must be a college student at least 18 years of age with at minimum 2.5 G.P.A.
- Must have a strong Math and English background, evidenced by college transcript.

**Reimbursement:**

- \$10.00/hour
- Paid training

**Contact:**

- Allison Castle
- 910.814.3415
- [acastle@harnett.k12.nc.us](mailto:acastle@harnett.k12.nc.us)



AVID Tutoring Needs

Rate of Pay: \$10/hour

1. Send Allison Castle an email at [acastle@harnett.k12.nc.us](mailto:acastle@harnett.k12.nc.us) or call her at 910.814.3415 to let her know your availability and interest along with the school you are interested in.
2. Complete application following these steps.

### CHECKLIST FOR HIRING TUTORS

Please complete the following documents in AppliTrack. You can find this link on our home page. [www.harnett.k12.nc.us](http://www.harnett.k12.nc.us). Under *Employment*, choose *Applicants & Vacancies*, *Start an application* for employment.

Documents that are required:

- Harnett County Schools Online Application (position choice Tutor)
- Consent for Release of Information Form.
- Background Disclosure and Authorization Form.
- Equal Employment Opportunity form.
- Federal 2013 I-9 form. Two (2) forms of identification will need to be uploaded.
- Full year or Partial Year Agreement for Services form.

Once the documents are complete, send the agreement only to the HR e-mail at [hr@harnett.k12.nc.us](mailto:hr@harnett.k12.nc.us). After the background check has been completed, Natalie Ferrell will contact you by e-mail. Do not allow tutors to start work before these documents have been completed.

3. Once the application has been completed and background check is approved, Allison Castle will set up a tutor training.
4. You may begin tutoring and turn in a monthly time sheet to Allison Castle.

**Overhills Middle School  
2711 Ray Rd,  
Spring Lake, NC 28390**

Preferred Days of the week Tuesday and Thursday  
8:15-2:10

**Highland Middle School  
345 Highland School Road  
Sanford, NC 27332**

Preferred Days of the week Monday and Wednesday  
7:45-11:30

**Overhills High School  
2495 Ray Rd, Spring Lake, NC 28390**

Preferred Days of the week Tuesday and Thursday

10:00-1:00