

AVID/INSTRUCTIONAL TUTOR EMPLOYMENT CHECK LIST

Antelope Valley Union High School District Office Personnel Services 44811 Sierra Highway, Lancaster CA 93534
information provided to facilitate clearance process

Any Returning tutor IS NOT cleared to return to work nor be on campus until you receive the "ALL CLEAR EMAIL" from Personnel Dept.
Any NEW applicant IS NOT cleared to work nor be on campus (other than to submit application/interview) until you receive the "ALL CLEAR EMAIL" from Personnel Dept.

Site Level

AVUHSD Non-Teaching Substitute Application – for NEW tutor applicant

Applicant may print-out blank application from www.avdocs.org. (see Personnel, then Classified, then choose the AVID folder). Applicant must initially apply to the High School AVID Tutor Coordinator for an initial interview/selection process. Must include diploma with application. Incomplete application will NOT be considered. Once recommended by site, the Coordinator will give applicant this check-off list and submit a personnel request and funding justification sheet to Chris in the Personnel Dept.

Verification of High School Diploma/GED – for NEW tutor applicant

Applicant is to submit Xerox of original with application.

Personnel Request AND Funding Justification sheet –(for NEW and RETURNING TUTOR)

To expedite processing, please be sure to complete the Personnel Request WITH Principal's signature and Coordinator signature, Tutor's name, and please mark "Returning" or "NEW" as appropriate. Must submit annually for ALL returning tutors. If tutor has any changes in address or telephone numbers, please contact us immediately so that we may update the payroll system. Employee Change of Address form is available in the Personnel Section of www.avdocs.org. Attach the Funding Justification with all appropriate signatures as well

Applicant

Driver's License (or CA DMV I.D. card) and Social Security Card

Name must match on both cards for payroll and tax purposes. Tutor applicant must submit actual cards to be seen by AVUHSD.

If cards are lost, must obtain new cards. Receipts will NOT be accepted.

Call ahead for information: generally open Mon-Friday, 9 am to 5 pm (closed holidays):

-Social Security Office www.ssa.gov 20th Street West, Lancaster (661) 940-8534

-DMV www.dmv.ca.gov 1110 West Ave I, Lancaster (800) 777-0133 or DMV 2260 East Palmdale Blvd, Palmdale (800) 777-0133

TB clearance

Applicant must have original document verifying his/her clear TB status via PPD Mantoux Tuberculin test.

If applicant as received a prior positive skin test, must submit a chest x-ray clearance for TB, dated and signed by valid medical practitioner.

(Note: per Code the old-style "Tine" or "Monovac" TB test can not be accepted)

Transcripts/degree verifying NCLB Compliance

-Two years of student at an institution of high education, applicant must submit transcripts to verify, **OR**

-AA degree(or higher) applicant must submit xerox of original, **OR**

-Passing Score Instructional Aide Exam (70%+): submit date of exam and score achieved

(The Aide Exam is needed IF they don't have the AA degree or two years of higher ed. . Recommended to study beforehand... suggest review of the Aide Test Tips at www.avdistrict.org. Chris will set appointment with applicant for testing as needed).

District Office

Fingerprint Clearance and Drug Screen – after Chris has received the tutor's completed paperwork from the site coordinator, she will call the tutor applicant to set an appointment to do a livescan (fingerprints) and drug test. .

AVUHSD New Employee Packet – Chris will give to applicant during appointment for livescan and drug test. All items must be completed, signed and dated by applicant: {Packet contains: New employee information sheet, Loyalty Oath, Sexual Harassment, Policy Physician pre-designation form, Mandated Reporter Child Abuse, I-9 Verification, Recipient Designation, W-4

Site Secretary: AVID Tutor EWA and time is recorded by site secretary via Digital system

AVID Coordinator will be sent a final clearance email from the Personnel Dept once ALL DO requirements have been met and funding* has been authorized, and the person has been entered/reactivated into the county HRS system and initial entry/reactivation in digital. Personnel Tech will keep official file and submits each tutor for Board approval/ratification.

**If any assistance is needed, contact Chris Jarrett, Personnel Dept 661-948-7655 ext 247
or via district email to cjarrett@avhdsd.org.**