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Description, Roles and Responsibilities for CWE Students:

AVID Project -

AVID (Advancement Via Individual Determination) is a program designed to give students the tools they need to navigate their pre-college education and career. This nonprofit college-readiness program is designed to help students develop the skills they need to be successful in college. The program places special emphasis on growing writing, critical thinking, teamwork, organization, and reading skills. Additionally, AVID helps students develop their organizational skills and provides a community for them to learn. This is a national organization that has been adopted by the Lebanon School district serving elementary, middle, and high school students.

Rationale:

Through a direct initiative of President Avery, LBCC has been charged with helping to extend our reach to our rural partners in Linn and Benton counties, as these groups traditionally are the most underserved and require the most support. The goal of recruiting, supporting, and placing teachers in these districts is one grounded in equity and aligns with the core values of LBCC; to serve and provide a high-quality education for all. Our rural communities like many in the region are facing a teacher shortage. LBCC has entered a national conversation in an effort to help to recruit and train teachers to obtain their certification. More recent efforts have been made for districts to Grow-Your-Own educators, or find ways to recruit community members and current school employees to become educators.

Through our partnership with the Lebanon School district, LBCC is helping to create a way for our LBCC students to enter classrooms, support students, and learn about teaching strategies under the supervision of seasoned educators. LBCC students are gaining work experience, receiving CWE credit, exploring the teaching profession, and determining if they would like to select teaching as their occupation. For every thirty (30) hours of work participating as an AVID tutor, the LBCC student receives one (1) CWE credit.

Benefits to Students:

Paid CWE Sponsorship Job

\$14 per hour for CWE to work as AVID tutors at Lebanon School District.

Students will become LBCC employees with Workers Comp covered.

Meets four-year university requirement: Complete **two sets of classroom observation hours** (30 hours each). A practicum-based education course may be substituted for the first set of observation hours.

- The first 30 can be from LBCC
- Must have teacher send in proof of hours, [this form](#) must be completed and sent to licensure@mail.wou.edu
- From OSU: [form](#) for hours

CWE Student Requirements:

Student must have above a 2.00 GPA

Student must be able to pass a background check

Attend Required AVID Training

Complete all required hiring documentation for LBCC

Complete volunteer form at Lebanon Community School District

Fully vaccinated and submit to Lebanon Community School District before work experience begins

**Role:**

CWE Student's role is to adhere to the CWE Program's rules while gaining onsite work experience through AVID.

School- Work

- Students must complete all assignments by the deadline
- Students must maintain a 2.0 overall GPA
- Students must abide by both AVID and CWE policies and regulations
- Students must adhere to AVID/CWE Program's drug and alcohol policy
- Students are expected to show up promptly when they are scheduled
- Students must notify the supervisor when absent from the position
- Students must adhere to all AVID safety policies
- Students must maintain professional behavior at all times

Learning Outcomes

- Students must always strive to grow professionally
- Students will become familiar with processes as outlined by AVID Supervisors
- Be proactive about engaging your supervisor and asking for clarification on work and projects



Professional Expectations:

Attire for Position:

- o Dress for the position you were hired into
CWE AVID Mentor – Casual dress appropriate to be seen by all ages of secondary students
- o Examples of inappropriate attire in an educational environment:
Sweatpants, Workout Clothing, Pajamas, Holey, Ripped, or Dirty Clothing, Crop Tops, Inappropriate Footwear

Hygiene:

- o Be Clean
 - Control body odor
 - No heavy perfumes or colognes
 - Brush teeth

Call Off & Showing Up Late:

- o Sick Leave
 - After 90 days on the job, students are able to use their paid sick leave. Sick time can be taken off before 90 days, but it is not paid.
 - Students MUST contact the supervisor in advance of their shift unless it's an emergency, then do so as soon as possible.
- o Showing Up Late
 - Again, if a student needs to be late, always communicate with the supervisor

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Coursework

- o All CWE coursework is required to be turned into Moodle
- o Due dates are listed in Moodle and need to be adhered to
- o Learning Outcomes are REQUIRED EVERY TERM
- o Documents that need supervisor signatures MUST be signed

Time Sheets:

- o Email to cwe@linnbenton.edu by the due date
- o Due date will be around the 16th of each month, except for December



2021-2022 CWE Student Rate/Classification/Expectations

Lebanon Community School District AVID Tutoring CWE Opportunities!

AVID Tutor - \$14.00

Purpose: The purpose of AVID tutoring is to provide academic support to K-12 students in AVID elective courses and gain experience working with desired age groups in small groups and one-on-one settings.

As an AVID Tutor You Will:

- Facilitate small group tutoring and inquiry learning processes with K-12 students.
- Learn and practice AVID instructional strategies to develop students' WICOR skills: writing, inquiry, collaboration, organization, and reading.
- Confer with elective teachers concerning AVID strategies and materials to meet student's academic needs.
- Serve as a role model and mentor to students.
- Uphold the tone and atmosphere of the classroom established by the elective teachers.
- Adhere to district and building policies and procedures.

Additional Details:

- Willing to serve students in one or more of the following buildings: Lebanon High School, Seven Oak Middle School, Pioneer Elementary School
- Available to volunteer a minimum of two days per week, at least one hour per day between the hours of 8:00 am - 2:00 pm.
- Would be trained in AVID tutoring and basic AVID practices for free and would be able to put AVID Tutor on your resume!
- Hours would count towards practicum classes and volunteer hours for program admittance.



CWE Disciplinary Process

All disciplinary processes must be documented with both AVID site supervisors and LBCC CWE Staff. Disciplinary timelines are to be determined by the supervisor of the CWE student.

1. Coaching and feedback

- It is part of the normal supervisory process that managers bring to the attention of the employees the standards required and any failure to meet those standards
- The manager must speak to the employee, in private and should encourage them to conduct themselves in accordance with the required standards
- Discussions are to ensure that the employee understands the nature of the concerns, expectations of improvements in conduct and where appropriate timescales and the nature of any support available
- Once coaching has been initiated feedback will be provided regularly to ensure standardized requirements are adhered to

2. Verbal Warning

- The manager must speak to the employee, in private and should encourage them to conduct themselves in accordance with the required standards
- Verbal Warning is to ensure that the employee understands the nature of the concerns, expectations of improvements in conduct and where appropriate timescales and the nature of any support available

3. Written Warning

- A written warning will be issued if the employee is either:
 - A) Not making improvements noted as part of a verbal warning
 - B) Not following AVID and LBCC policies and procedures

• Always send an email with a copy of the written/verbal warning to HR and the LBCC Administrator when you issue a written/verbal warning to a student

4. Dismissal

- Prior to dismissal the supervisor must always consult with AVID site supervisors and LBCC so the appropriate dismissal process can be followed

** Immediate Dismissal

- If a student is deemed to be a safety risk, is acting inappropriately to the detriment of other coworkers, or has violated AVID or LBCC rules and policies which restrict them from the program, immediate dismissal may be authorized.