



Job Title: AVID Secondary Coordinator

Exemption Status/Test: Exempt

Reports to: AVID District Director (Coordinator)

Date Revised: July 31, 2015

Dept. /School: Special Programs

Primary Purpose:

Coordinate AVID campus support through training, guidance, and coaching. Support Secondary Director in implementing the AVID system in secondary schools with fidelity and quality assurance.

Qualifications:

Education/Certification:

- Bachelor's degree
- Master's degree
- Valid Texas Teaching Certificate
- Valid Texas Administrator Certificate

Experience:

- Three (3) years' secondary AVID teaching experience
- Experience in delivering staff development
- Collaborating with administrative personnel

Special Knowledge/Skills:

- Ability to provide instructional leadership and organizational assistance
- Knowledge of AVID essentials, components, and practices
- Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Program Management

1. Coordinates workshops for Secondary AVID teachers, content-area teachers and administrators.
2. Coordinates Path and other district-wide AVID training for AVID teachers and content area teachers as needed.
3. Coordinates AVID classroom observations and coaching of AVID teachers at each Secondary sites.
4. Participates in annual review of secondary sites Certification Self Studies to ensure that AVID is implemented at secondary AVID sites with fidelity and quality assurance.
5. Assists, coaches and supports AVID Site Teams in facilitating progress towards goals identified in the Site team Plans and Certification Self-Study.
6. Meets with each principal to promote administrative support for and institutionalizing of the ABID system.
7. Coordinates use of resources in the district that are available to monitor progress and success of district AVID systems.
8. Assists in the collection of data as guided by the national AVID Center.
9. Assists Secondary District Director in coordinating and/or facilitating district AVID events as needed.
10. Acts as a liaison between AVID Center and individual AVID sites as required.

11. Collaborate with the Elementary Program Manager and Elementary Coordinator and District Director to ensure vertical articulation of AVID grade standards throughout our District.
12. Develops social media and printed material to communicate Secondary AVID implementation in the District.
13. Other duties as assigned.

Policy, Reports, and Law

14. Compile, maintain, and file all reports, records, and other documents required, including mandatory financial reports to TEA.
15. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Supervisory Responsibilities:

Hires, trains, schedules and manages AVID tutors for all secondary AVID sites in the District.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; transporting training material to include books and large paper tablets

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting; extending standing when leading staff development

Motion: Frequent walking, repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Office and classroom setting, frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.