**TITLE:** AVID Leadership Team

**REPORTS TO:** Principal, AP, or Designee

**DEFINITION:** The leadership team member works cooperatively with the administrative staff and provides leadership for all program activities. The team member works cooperatively with departmental teachers, support staff, and administrators to recommend procedural changes and academic initiatives to the building principal.

**REQUIRED SKILLS:**

1. Ability to work collaboratively within the school community.
2. Management and problem solving skills.
3. Ability to communicate and interact effectively with a variety of audiences.
4. Ability to interpret, analyze and use data.
5. Knowledge of content and best practice.
6. Ability to design and lead professional development.
7. Trained at AVID Summer Institute in areas of curriculum.

**KEY FUNCTIONS:**

1. **Instructional Supervision**

Authority/Responsibility

Supervise all aspects of the instructional program.

Representative Activities

1. Implement and direct the Instructional Improvement Program for the department.
2. Assist in the interview, selection and assignment of certified staff.
3. Organize and conduct staff development activities.
4. Be a leader in promoting and instituting school-wide measures and expectations (rules, goals, PBIS, initiatives).
5. Be a leader in classroom instructional practices, specifically regarding AVID strategies.
6. Assist in the implementation of new strategies and act as a mentor for staff beginning implementation.
7. Relay efforts of leadership team to all stakeholders, ensuring that there is a clear line of communication in regards to building initiatives and strategies.
8. **Program Management**

Authority/Responsibility

Supervise and monitor all departmental operations as they pertain to AVID.

Representative Activities

1. Assist in development of master schedule by recommending course offerings, schedule of classes, and teacher assignments.
2. Coordinate departmental counseling and placement of students.
3. Conduct regularly scheduled departmental meetings.
4. Act as liaison between departments, staff, students, parents and administration.
5. Attend required meetings including regularly scheduled leadership team meetings.
6. Coordinate activities of student teachers.
7. Facilitate vertical alignment efforts.
8. **Curriculum Development, Implementation, Evaluation and Revision**

Authority/Responsibility

Responsible for development, implementation, evaluation and revision of departmental curriculum.

Representative Activities

1. Supervise all aspects of curriculum change including development, implementation, evaluation, and revision and internal articulation.
2. Conduct curriculum orientation activities for departmental faculty.
3. Recommend selection of textbooks.
4. Coordinate articulation efforts with feeder schools.
5. **Fiscal Management**

Authority/Responsibility

Responsible for management of all fiscal items.

Representative Activities

1. Prepare and submit departmental budgets.
2. Monitor departmental spending.
3. Oversee repair, maintenance, replacement and inventory of all departmental equipment and supplies.