



Job Title: AVID Coordinator
Reports to: Executive Director of K-12 Schools
Work Schedule: 8.0 hours per day, 260 days per year
Salary: Salary Schedule #05 – C – Exempt 7

Job Summary:

The AVID Coordinator will work with the Executive Director of Learning & Teaching to provide oversight on the district-wide implementation of the AVID program by guiding and supporting sites and staff to ensure fidelity to AVID systems and to grow AVID schoolwide.

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Accompanies AVID Center staff on AVID coaching days
- Coordinates communication with AVID Center staff regarding: implementation and contract agreements, district goals and plans, AVID certification and AVID Professional Development
- Communicates information about AVID activities
- Participates in regional AVID meetings/professional learning, regional chats, or recorded WebExes
- Networks with other regional AVID staff and disseminates information from AVID Center national and regional communications
- Monitors completion of Launches and Boosts for all site participants who attend AVID trainings and coordinates post-training follow-up and classroom walkthroughs to provide accountability and support for the strategies learned
- Coordinates workshops for district and school staff
- Coordinates and leads training for AVID tutors
- Coordinates district-wide Site Team activities for AVID Site Teams and PLC's for AVID elective teachers
- Supports sites to determine who should attend AVID trainings based on history, data, and site/district goals
- Facilitates Site Team Meetings at AVID Summer Institute
- Coordinates district AVID Regional and Path training
- Attends AVID Tutorial, CCI and AVID strategy training
- Uses the Coaching and Certification Instrument (CCI) to help schools ensure fidelity to the AVID systems and grow AVID Schoolwide
- Observes and provides support to AVID Instructional Leadership/Administration team at each site on a consistent basis
- Observes and provides support to the AVID Coordinator and teachers at each site on a consistent basis
- Meets with the AVID Site Team at each site to facilitate progress towards goals identified in the CCI and Site Plan
- Meets with the District Director and principal at each site to provide building support for implementing and sustaining AVID
- Works with schools to recruit, place and provide continuing education for tutors
- Evaluates tutors
- Coordinates feeder pattern meetings
- Provides support for the retention, recruitment and transition of AVID students
- Oversees the implementation and certification processes using the CCI
- Coordinates the collection of data/evidence, assists sites with disaggregating data to help refine goals and uses AVID resources to monitor progress across grade levels and feeder patterns aligned with the AVID Elementary and Secondary Essentials
- Coordinates the collection of Senior Data accounts and submission
- Researches, approves and submits all Secondary Site data to AVID Center
- Uses resources available to monitor progress and sustainability of AVID
- Coordinates the development and formation of an AVID District Team with the District Director
- Supports AVID site events, end-of-year recognition events, Senior and transitional events
- Facilitates districtwide AVID events
- Prepares and presents reports on AVID to the School Board
- Monitors and updates MyAVID accounts for district and school staff
- Works with the District Director on budget development and monitoring

- Coordinates and provides support for AVID Secondary and Elementary Family Nights at each AVID school
- Provides AVID information sessions at school and district events
- Coordinates AVID publicity in the community and develops community partnerships
- Monitors and updates the AVID page on the school district website
- Partners with postsecondary institutions to coordinate student outreach, campus visits, tutor recruitment and support for AVID students enrolling in a college or university
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Knowledge of the AVID program, an equity driven achievement gap closing program for all students and how it is implemented
- Demonstrated ability to work cooperatively and independently with administrators, teachers, students, families and community members
- Demonstrated ability to relate well to students and families from diverse cultures and backgrounds
- Demonstrated ability to organize and be self-directed
- Effective oral and written communication skills
- Possess technical knowledge and experience with school and community communication and presentation programs and services
- Knowledge of basic accounting principles and budget, financial and statistical record keeping
- Ability to operate a PC computer and working knowledge of district-adopted software including Microsoft Office Suite; Google Docs, Forms, Mail & Spreadsheets; ShoreTel; WESPac Fiscal; and various online software as required

Minimum Qualifications:

- Bachelor's degree in education or related field preferred
- Valid Washington State driver's license maintained for length of employment and evidence of mobility
- High School diploma or equivalent
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee will have flexible hours and some evening meetings. Work environment will include a wide variety of school, management, and community settings. Meetings will be held with many diverse constituency groups including staff, students, parents, and community members networking in the region. The employee is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges. The employee may be confined to a work area; required to have precise control of fingers and hand movements; experience constant interruptions and inflexible deadlines; and must be able to stoop, crouch, crawl, bend, kneel, and stand for long periods of time. The employee is required to deal with distraught and/or angry persons.

Evaluation:

The AVID Coordinator shall be evaluated periodically by the Executive Director of Learning & Teaching pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the performance of the above essential job functions.

Classification History:

Job description developed August, 2017.
Job description revised June, 2018.