

**Position:** AVID Site Leader

**Level:** K-12

**Type:** Non-Specific to Contracted Assignment

**Position Summary:** The AVID Teacher Leader will support AVID site implementation in partnership with the school's administrative team.

**Required Knowledge, Skills & Abilities:**

- District, state, and initiative guidelines
- Understanding child growth and development
- Using assessment techniques and monitoring strategies to identify implementation outcomes
- Effectively communicating with both students and adults
- Providing training and coaching to improve individual and team performance
- Managing and directing other paid adults (AVID Tutors).
- Managing and directing adult volunteers.
- Providing leadership and vision for the program or sport.

**Responsibilities:**

- Attend and participate in AVID district meetings and events
- Co-facilitate and co-plan AVID Site Team meetings with administrator
- Support AVID elective teachers through an established check-in structure (i.e. regular meetings, serving as liaison to administration, collaborate on solving problems of practice)
- Facilitate the planning and scheduling of field trips, guest speakers, and special programs with AVID elective teachers, both in school and across district
- Facilitate the planning and scheduling of family engagement events in collaboration with AVID elective teachers
- AVID elective student support and monitoring through coordination of AVID selection process in collaboration with AVID site team and administration, assisting with data collection
- Support AVID tutor recruitment and retention
- Support school professional development with AVID instructional strategies
- Organize and distribute AVID professional development resources to staff as needed, including AVID Weekly
- Utilize MyAVID.org to assist with signing up for AVID events, accessing professional development, and other school needs

- Lead the completion of the Coaching and Certification Instrument (CCI), AVID's annual reporting document, in collaboration with administration and AVID Site Team
- Assist AVID District Director with site visits from AVID State Director
- Planning for daily/ weekly time spent in coordination duties
- Working directly with school administrator
- Implementing initiative changes from district or affiliations with colleagues and school administration
- Scheduling events and planning for transportation and facility needs.
- Handing out, collecting and monitoring paperwork throughout the year
- Distributing and posting schedules.
- Reporting results, statistics, etc.