



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CERTIFICATED JOB DESCRIPTION

**JOB TITLE:** DISTRICT AVID COORDINATOR

**REPORTS TO:** Manager of English Learner & Academic Support Programs

**CLASSIFICATION:** Certificated

**WORK YEAR:** Teacher Work Calendar

**SALARY:** \$8,000 Stipend for the School Year & 5 release days

**APPROVED BY THE BOARD OF TRUSTEES:** April 21, 2022

**EFFECTIVE DATE:** July 1, 2022

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### Job Essential Functions

Under the direction of and in collaboration with the Manager of English Learner & Academic Support Programs the AVID Coordinator will:

1. Facilitate monthly AVID council meetings
2. Support sites in creating and evaluating their site goals and completing their Coaching & Certification Instrument (CCI); including site learning walks
3. Support the coordination of professional development for AVID elective teachers
4. Support the coordination of professional development for District teachers in AVID strategies; supporting the recruitment for AVID Summer Institute
5. Collaborate with the AVID council to support the AVID schoolwide mission as it supports site MTSS work
6. Support the recruitment and retention of AVID students across the District programs
7. Facilitate the recruitment, training and coordination of AVID tutors across the District programs

### Employment Standards:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents and the general public.

### QUALIFICATIONS:

#### Education/Training Experience

- Three or more years of experience teaching AVID elective classes
- Have attended at least three AVID summer institutes or AVID facilitated professional learning
- Strong knowledge of the AVID Mission and the AVID Schoolwide Domains;
- Have served on AVID council or as an AVID site coordinator for at least one year
- Strong understanding of the A-G UC/CSU requirements and College and Career Readiness Indicators
- Experience with and/or previous training in developing culturally responsive pedagogy /curriculum & instruction
- An understanding of and commitment to *cultural proficiency*.
- Demonstrated ability to lead collaborative efforts to improve student achievement.
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Docs; and Aeries.

## **OTHER REQUIREMENTS:**

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

### **SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

## **EQUAL OPPORTUNITY EMPLOYER STATEMENT**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

## **DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.