SEQUOIA UNION HIGH SCHOOL DISTRICT
Job Description

JOB TITLE	**AVID District Teacher on Special Assignment (TOSA)**
ADMINISTRATIVE RELATIONSHIP	Under the general direction of the Assistant Superintendent of Educational Services or designee
CLASSIFICATION	Certificated
REQUIREMENTS	**Experience**: Classroom teaching experience. Recent experience as an AVID Site coordinator or facilitator of one or more educational programs. Recent graduate of or commitment to complete the 2 year cycle of AVID District Leadership Training **Education**: Bachelor's Degree **Certification**: Valid California Teaching Credential **License**: Possession of a valid California driver's license
SALARY SCHEDULE	**Certificated Schedule**
WORK YEAR/HOURS	195 Days
LOCATION	District Office
BOARD APPROVAL	**November 15, 2023**

BASIC FUNCTION

The AVID District TOSA will work with AVID Center Program Managers to provide professional development, support, and coaching for site level AVID staff and oversee the data collection and certification process in the district. The AVID District TOSA also provides outreach and support to AVID programs in partner school districts and recruits and trains college tutors. The AVID District TOSA completes the roles and responsibilities of the AVID District Director as described in AVID Center documentation.

DISTINGUISHING CHARACTERISTICS

Character, integrity, competence, teamwork, the interpersonal skills to relate effectively with a racially and ethnically diverse community, and the ability to collaborate effectively with a broad range of community groups and organizations.

ESSENTIAL FUNCTIONS

- Acts as a liaison between SUHSD and AVID Center
- Oversees AVID Implementation and coordinates AVID sites
- Uses the AVID College and Career Readiness Framework as a lens to support students and staff
- Provides programmatic, philosophical, moral, and financial support to AVID within the district.
- Facilitates at least quarterly district-wide Site Coordinator meetings, with a focus on vertical and horizontal articulation between the AVID sites.

- Visits, coaches, guides, and supports AVID sites and staff to reach certification, including support for AVID curriculum, including AVID tutorials.
- Participate in district professional development training, attend regularly scheduled meetings, and facilitate presentations of professional development workshops for AVID teachers and other staff as requested by site or district teams
- Provides technical support to AVID sites for data collection and submission and Coaching and Certification Instrument completion and approves and submits certification documents and site-level data for all active AVID sites.
- Communicates information about AVID activities in a timely manner and encourages and supports administrators' and teachers' attendance at ongoing AVID professional learning events, including AVID Summer Institute.
- Attends AVID professional learning (Summer Institute, Ignite, Elevate XP, or Path to Schoolwide), facilitates Site Teams, attends AVID District Leadership trainings, and keeps abreast of AVID updates.
- Supports Site Coordinators in recruiting, hiring, and training AVID tutors.
- Facilitates and supports the site process for recruitment and retention of students in AVID programs.
- Provides outreach to partner elementary districts for AVID recruitment and enrollment through the district articulation process.

KNOWLEDGE OF:

- Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of secondary level students;
- Academic, social, and behavioral characteristics of secondary level students;
- Educational curriculum and instructional goals and objectives, and educational trends and research findings pertaining to comprehensive secondary programming;
- Motivational, behavior management and behavior shaping strategies, techniques and methods, and conflict resolution procedures;
- Socio-economic and cultural backgrounds of the AVID site populations.

ABILITY TO:

- Demonstrate effective interpersonal skills, teamwork, responsibility, adaptability, initiative, independence, technological competence, advocacy skills, respect for diversity, and a commitment to equity.
- Maintain complete and accurate records and statistics and develop meaningful reports from that information
- Effectively express ideas orally and in writing
- Make oral presentations
- Establish and maintain effective working relationships and effectively work as part of a team.
- Gather, collate, interpret, and analyze data
- Work independently with little to no supervision
- Analyze issues and create and implement action plans
- Work with diverse individuals and/or groups
- Problem-solve, maintain confidentiality, set priorities, and meet deadlines and schedules

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Work at a desk, conference table, or in meetings of various configurations
- Occasionally lift 40 or more pounds with or without assistance.
- Move around for extended periods of time.
- Ability to review laws and codes, rules and policies, and other printed matters.
- Understand speech at conversational levels.
- Read a variety of materials and computer screens, and prepare/process documents.

- Operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Bend, twist, stoop, and reach

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions in the work environment.

ENVIRONMENT:
Office and school environment.
Travel to various locations.

HAZARDS:
Inclement weather