Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **High School AVID Site Coordinator**
Department: Assigned School Site
Reports to: School Site Administration

SUMMARY:
Under the direction of the Site Administration, the AVID Coordinator will oversee the activities (including enrollment in and content of AVID Elective Courses) of the entire AVID program at the site.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead the building of an active AVID site team and provide leadership for said team
- Advocate for the AVID program and its students, including support for equity and access for all students
- Plan and facilitate fall and spring AVID site visits
- Act as liaison between site administration, school counselors, and AVID elective teachers
- Facilitate the collection of AVID site data and use such data in collaboration with site team to make AVID program decisions to improve quality of program
- Oversee AVID certification process, including data and evidence collection and the completion to verify site performance levels in accordance with the Coaching and Certification Instrument (CCI)
- Coordinate complete collection of required senior data
- Collaborate with different AVID sites district wide for articulation of curriculum and activities
- Promote the use of AVID “WICOR” strategies campus wide
- Provide professional learning opportunities on AVID strategies for site and district staff
- Case management of AVID students
- Recruit and retain students for AVID electives at all grade levels
- Coordinate with Middle School AVID Coordinators and School Counselors to develop articulation and recruitment plan for promoting 8th graders
- Field trip planning, including organizing college tours, arranging transportation, chaperoning, and managing potential overnight stays
- Organize and maintain active AVID website and social media
- Train, supervise, and effectively deploy AVID tutors
- Coordinate the AVID club, including managing funds/fundraising, and plan events in connection with the AVID club

QUALIFICATION REQUIREMENTS:
Must be able to perform each essential duty listed above in a positive and professional manner.

EDUCATION AND/OR EXPERIENCE:
College degree and valid California Teaching Credential required. AVID certification.

LANGUAGE SKILLS:
Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence in Standard English. Ability to listen well. Ability to effectively present information in Standard English. Ability to communicate with parents, students, and site staff.

MATHEMATICAL SKILLS:
Basic arithmetic skills in connection with keeping a balanced budget and processing invoices, orders, etc. Ability to apply concepts of basic algebra and geometry. Ability to do accounting in line with guidance from student body accounting procedures and best practices.