

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Coordinator of AVID (Advancement Via Individual Determination)

Schedule / Grade: Curriculum Coordinator

Job Code: 01COORD255

FLSA: Exempt

Calendar: 225 Day

Benefits: Eligible (Retirees not Eligible)

Contract Type: ADMIN

Bargaining Unit: none

Revised Date: 09/15/2025

PURPOSE

The AVID Coordinator will assume responsibility for the system-wide coordination of AVID sites and district-wide implementation of the AVID College and Career Readiness Framework. This position serves as the primary liaison with AVID Center and leads the development of an intentional culture that ensures all students receive college and career readiness support through AVID methodologies.

ESSENTIAL RESPONSIBILITIES AND DUTIES

INSTRUCTION

- Coach school and district staff in the use of WICOR® (Writing, Inquiry, Collaboration, Organization, and Reading) as a means for bolstering rigor in the district, with a focus on supporting high-quality instruction across all schools.
- Conduct AVID classroom observations and coach AVID teachers to ensure implementation of AVID with fidelity.
- Coordinate professional learning for district and school staff, including AVID tutors and Site Teams.
- Support sites to determine what AVID professional learning is needed and who should attend according to history, data, and site/district goals.
- Collaborate with AVID Regional Support to plan and host AVID professional learning and training.

SYSTEMS

- Promote alignment, refinement, and sustainability of college and career readiness through commitment to the AVID Elective and the AVID College and Career Readiness system.
- Oversee the implementation and certification process for all AVID sites.
- Coordinate the collection of data/evidence and use AVID resources to monitor progress across grade levels and feeder patterns aligned with the AVID Schoolwide Domains (Instruction, Systems, Leadership, and Culture).
- Coordinate the collection of Senior Data accounts and submission to AVID Center.
- Approve and submit all AVID Site Data and AVID implementation instruments to AVID Center.
- Coordinate with other district teams that work within the college and career readiness space.
- Oversee student recruitment at all district AVID sites.
- Collaborate with Columbia Public Schools' Human Resources Department and Building Site Coordinators to oversee recruitment, hiring processes, supervision, and evaluation of AVID Tutors.
- Develop and maintain multi-building schedules for AVID Tutor placement across all district sites.
- Support AVID Elective Teachers and Coordinators to maximize tutor employment opportunities while honoring district AVID budget.
- Provide and oversee ongoing professional development to AVID Tutors as it relates to their roles in the AVID Elective classroom communities, tutorials, and Human Resources mandated CPS Training.
- Develop, maintain, and prioritize the AVID program budget, ensuring efficient allocation of resources across all district AVID sites.
- Collaborate with other curriculum coordinators and directors to align AVID implementation with district-wide initiatives and strategic goals.

LEADERSHIP

- Develop and implement a district-wide mission- and vision-driven approach to leadership motivated by the "why" and rooted in the AVID College and Career Readiness Framework.

- Coordinate and accompany AVID Center staff on AVID coaching days.
- Communicate with AVID Center staff regarding site/district goal alignment.
- Support AVID Instructional Leadership/Administration team at each site based on needs identified in the site/district plan.
- Meet with AVID Site Teams at each site to facilitate progress toward their AVID site goals.
- Meet with principals at each site to provide administrative support for implementing and sustaining AVID.
- Coordinate K–12 feeder pattern meetings.
- Support teams' engagement in AVID Summer Institute and year-long learning experiences.
- Collaborate with district and building leadership to ensure AVID program alignment with school improvement plans and district strategic initiatives.
- Manage all aspects of AVID professional development events, including AVID Summer Institute and AVID National Conference, including travel arrangements, registration coordination, collection of Professional Leave Applications from attendees, and leading AVID Site Team activities at AVID Summer Institute.
- Design, order, and coordinate distribution of AVID Summer Institute t-shirts and related materials.

CULTURE

- Foster and promote an intentional culture throughout the district that aligns to the AVID College and Career Readiness Framework and ensures all students receive what they need.
- Coordinate the development and formation of a District AVID Team, composed of key decision makers, key implementers, and key instructional leaders from each level of the AVID College and Career Readiness System.
- Support AVID site events, end-of-year recognition events, and transitional events.
- Coordinate and facilitate districtwide and/or AVID community events.
- Provide AVID information sessions to staff, parents, students, community, and school board.
- Work with college/university staff to develop partnerships.

GENERAL RESPONSIBILITIES

- Submit and validate reports and data related to the AVID program.
- Understand and adhere to Board policies.
- Participate in and communicate information regarding AVID activities, professional learning, and events.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>.

REPORTING RELATIONSHIPS

Reports To: Executive Director of Curriculum and Instruction

Supervises: AVID Tutors, District AVID Secretary

QUALIFICATIONS

Minimum: Master's degree in Education; Missouri Teaching Certificate

Preferred:

- Successful teaching experience with practical knowledge of effective instructional practices
- Administrative or supervisory experience
- Experience with school-to-home relationships
- Experience with data collection, analysis, and research methodologies
- Professional development and coaching experience
- Experience with college and career readiness programs
- Knowledge of AVID methodology and WICOR strategies
- Experience coordinating district-wide initiatives
- Partnership development and community engagement experience
- Budget development and management experience

- Experience collaborating with district leadership teams and curriculum departments
- Project management experience with large-scale events and professional development coordination
- Experience working with Human Resources departments on recruitment, hiring, and personnel evaluation processes
- Experience developing multi-site staffing schedules and resource allocation

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Read, analyze, and interpret documents such as professional journals and government guidance and regulations; Write reports and correspondence; complete forms and reports; Speak effectively with other staff members, parents, students, and community partners

Computation: Add, subtract, multiply, divide, and compute percentages using whole numbers, common fractions and decimals; Analyze and interpret data for program evaluation and improvement

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions; Facilitate collaborative decision-making processes

Technology: This position requires proficient skills in the use of computers, District-provided technology, AVID data management systems, Google Suite, and Microsoft Office Suite products.

Other Skills and Abilities: Demonstrate excellent communication and listening skills. Demonstrate effective mentoring and coaching relationships with AVID teachers, site coordinators, and tutors. Develop and maintain professional relationships with faculty, staff, administration, and community partners. Ability to coordinate multiple sites and programs simultaneously. Strong organizational and project management skills. Budget management and fiscal responsibility skills. Collaborative leadership abilities to work effectively with district and building leadership teams. Event planning and logistics coordination abilities. Personnel supervision and evaluation skills. Schedule development and coordination abilities for multi-site operations.

Physical Demands: Ability to see close work such as typed or handwritten material. Travel between District AVID sites is required. Regular out-of-state travel to AVID professional development opportunities, conferences, Summer Institute, and trainings is required.

Attendance: Consistent and regular attendance is an essential function of the position. The selected applicant will regularly work outside of typical office hours to provide professional development activities, coordinate events, and support site implementation.

Conditions and Environment: The work environment is consistent with a typical school environment, which may be noisy or chaotic. Position requires flexibility to work in various school settings and community venues for events and meetings.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer