



Advancement Via Individual Determination (AVID) Program Coordinator

JOB DESCRIPTION

To provide expertise and leadership in coordinating and implementing the AVID program and serve as the AVID advocate and liaison with the District Office, campuses, school board, parents, and community members.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Masters Degree Required
- AVID Coordinator Experience Required
- AVID Teacher Experience Required
- Minimum Five Years Teaching Experience Required
- Central Office Experience Preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of AVID program, standards, and certification guidelines
- Presentation skills, interpersonal skills, excellent organization skills, data interpretation, and basic technology skills

DUTIES AND RESPONSIBILITIES

1. Acts as the AVID program's liaison with the AVID Center, district office, administrators, staff, AVID teachers, AVID tutors, AVID Site Teams, and students to ensure the goals and objectives of the AVID program in accordance with the AVID Center and JISD District guidelines.
2. Disseminates information from AVID Center to District Office, Administrators, AVID Campus Coordinators, AVID teachers and AVID tutors.
3. Assures AVID program integrity using comparative data analysis to accurately reflect the District and Campus AVID program.
4. Prepares or supervises the preparation of reports required by local, state, and national AVID agencies.
5. Organizes, maintains, and updates required AVID certification materials to include, but not limited to: AVID Certification Report, AVID Self-Study Continuum (District & campus level), Initial Self-Study (ISS), and Certification Self-Study (CSS).
6. Ensures District and Campus sites adhere to requirements for the *AVID 11 Essentials* to ensure a yearly rating of *Certified*, with the goal to achieve a yearly rating of *Demonstration with Distinction*.
7. Verifies District and Campus sites achieve Benchmarks set by the AVID Center.
8. Coordinates the creation and updating of the AVID brochure, application, matrix, selection notification, and other AVID forms to include yearly data analysis as required by the AVID Center.
9. Promotes AVID teacher, tutor, and program development through in-service training and appropriate conferences.
10. Plans and facilitates AVID meetings with Administrators, Counselors, AVID teachers, AVID tutors, parents, and community members to ensure constant communication of program and staff/student needs.
11. Communicates and promotes high expectation levels for AVID teachers, AVID tutors, and AVID student performance in a supportive way, provides proper recognition of excellence and achievement.
12. Promotes high standards of scholastic achievement, citizenship, and attendance.
13. Coordinates with HR and Campus AVID Coordinator/Teacher the recruitment, screening, and selection of AVID tutors.
14. Coordinates with Campus AVID Coordinator/Teacher the recruitment, screening, and selection of AVID students.

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15. Coordinates with Campus Administrators the recruitment and retention of AVID teachers.
16. Coordinates with Campus Administrators to hire and retain the best possible personnel qualified to perform effectively in the position to which they may be assigned such as AVID tutor, AVID teacher, and AVID Campus Coordinator.
17. Evaluates AVID tutor personnel performance against pre-determined standards in conjunction with AVID Campus Coordinator.
18. Coordinates AVID parent involvement activities with Campus AVID Coordinator/teachers, counselors and administrators.
19. Coordinates with Campus AVID Teacher/Coordinator field trips to local universities and colleges.
20. Coordinates with Campus AVID Teacher/Coordinator professional guest speakers for AVID classrooms – minimum of 6 per year, per campus.
21. Facilitates Campus AVID Site team meetings to maintain and update AVID site plan, and promote AVID and District Mission – minimum of 4 per year, per campus.
22. Attends required AVID national, regional, and local training sessions.
23. Delegates duties and authority as necessitated by existing conditions of staff and program requirements.
24. Supervises all administrative and office procedures.
25. Develops and monitors program budgets (local, federal and in-kind) to ensure compliance with federal guidelines, grant requirements, and district specifications.
26. Supervises the maintenance of all internal financial accounts and records to include AVID District budget, AVID campus allotments and AVID tutor pay.
27. Strives to improve leadership skills through self-initiated professional development activities, i.e., professional reading, attending conferences, participating in training programs
28. Conducts oneself in a professional, ethical manner, in accordance with generally accepted community standards; complies with TEA code of ethics.
29. Articulates the program mission to the community and district and solicits their moral and fiscal support in making that mission become a reality.
30. Demonstrates awareness of program/community needs and initiates activities to meet those identified needs
31. Maintains and leads an AVID Task-Force comprised of program collaborators to ensure constant communication of program/community needs.
32. Coordinates program publicity (TV, radio, and printed materials) with Judson Public Relations personnel
33. Maintains constant contact with principals, social workers, counselors, community, and business leaders in an effort to promote AVID.
34. Develops, maintains, and utilizes appropriate information systems and records necessary for attainment of the AVID program's mission, and district requirements.
35. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

Part-time: 20 hours per week – flexible schedule required, some evenings, etc.

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

Revised 12/12/07