

The AVID Teacher/Coordinator is a certified teacher on specialized assignment that primarily supports the programmatic needs of the Advanced Via Individual Determination (AVID) program. The AVID Teacher Coordinator collaborates with school administration and teachers in implementing the mission of the program, which is to close the achievement gap by ensuring that all students are prepared for college readiness and success in our global society. The role also serves as a key resource to teachers and school leaders by serving as the liaison between the site team, teachers, school administration and district office.

Chain of Command

The Academic and Behavior Specialist reports to the Principal of the school.

Competencies of the AVID Teacher/Coordinator

The AVID Teacher/Coordinator shall possess knowledge of local, state and federal curriculum and assessment requirements as well as current policy related to Arizona Standards and AVID curriculum. Additionally, listed below are the competencies required for this position:

- **Accountability:** Holds self and others accountable for teaching the curriculum, and measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across grade level teams and departments at schools.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

Essential Duties of the AVID Teacher/Coordinator

AVID Site Coordinator:

- Collaborates with site and district leadership and provides strong student advocacy, and is committed to the philosophy of AVID.
- Participates in or leads school-based meetings and district trainings.
- Advocates and supports equity and access for all students to advanced classes
- Leads the building of an active, participatory AVID site team
- Provides leadership for the development and maintenance of an active AVID site team
- Serves as the liaison between the site team, principal, and district director

- Acts as the liaison with the principal, AVID counselor, and AVID Elective teachers
- Oversees and is responsible for Certification and Data Collection, including engaging the members of the site team in the collection of evidence and providing data
- Collaborates with different sites and grade levels to articulate the curriculum and activities of AVID
- Advocates and provides professional learning regarding AVID methodologies for other staff members of the school and district
- Acts as liaison and coach to AVID tutors
- Conducts classrooms observations focused on AVID instructional strategies, using data to steer staff professional development and individual instructional coaching sessions

AVID Elective Teacher:

- Teach the AVID elective curriculum, including writing, inquiry, collaboration, organization, reading, notetaking, and study skills;
- Collaborates with stakeholders (AVID students, AVID parents, AVID counselors, the AVID coordinator, the AVID administrator, and teachers) to develop an AVID program based in a college-going culture;
- Establish and maintain high expectations for AVID students' achievement;
- Collect and analyze AVID student data and regularly monitor AVID students' academic progress;
- Advocate for AVID students' access to and success in rigorous courses;
- Teach and promote the use of WICOR instructional strategies across content areas;
- Collaborate with tutors to effectively implement the tutorial process.

Minimum Qualifications

- Bachelor's degree in Education or equivalent combination of education and experience to successfully perform the essential duties of the job listed above
- Valid Arizona Teaching Certification
- Valid Arizona Fingerprint Clearance Card
- Three years of teaching experience
- Knowledge and experience in the development and evaluation of academic and behavioral interventions

Preferred Qualifications

- Master's Degree in Education
- Experience in AVID programs and curriculum; experience in coaching or special education

Date Revised

8.28.19