



Job Title: **AVID Coordinator: College and Career Readiness**

Department: **Curriculum and Professional Development**

Supervisor: **Director**

Lane Placement: **ESP Lane 12**

Schedule: **17 hours** Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Directors of Curriculum and Professional Development the AVID Coordinator will be responsible for coordinating the implementation of the AVID program (Advancement Via Individual Determination)—a college and career preparation program for students with average academic performance—at one middle school and one high school in Canyons School District.

ESSENTIAL FUNCTIONS

- Facilitate the communication of district administrators, school administrators, site coordinators, AVID Elective teachers, and school site teams around the implementation of the AVID Elective course.
- Recruit, hire, manage, and partner in training college students who serve as tutors and mentors to middle school and high school students enrolled in the AVID Elective course.
- Support AVID Elective teachers in recruiting AVID's target population and ensure that documentation is collected throughout the recruitment process.
- In cooperation with AVID Elective teachers and school site teams, coordinate and support student, tutor, and teacher training in the AVID Tutorial method.
- Facilitate school site teams' continual collection of data and other documentation required to meet AVID certification requirements in the spring of 2012.
- Ensure that schools meet all data collection and certification deadlines throughout the 2012–2013 academic year.
- Support AVID Elective teachers in their implementation of AVID curriculum by staying abreast of new developments in AVID curriculum and sharing these resources with AVID Elective teachers and site teams.
- Coordinate the attendance of teachers and administrators at AVID professional development events and oversee travel arrangements to out-of-state conference.
- Complete specialty duties as assigned.
- Predictable and reliable attendance.

During times of state and district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Bachelor's degree required Master's degree preferred.
- Exceptional communication skills both verbal and written.
- Demonstrated skill in coordinating projects among multiple parties.
- Willingness to continually learn new information and skill related to student social and emotional development.
- Ability to work collaboratively and individually on assigned tasks.
- Demonstrated proficiency in the use technology and instructional media tools.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Possesses the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, interaction with critical personnel, interaction with parents and community members, and consistent changes in the educational profession.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____ HR _____

Effective date: 06/10/2020