

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: REGIONAL AVID SPECIALIST

BASIC FUNCTION:

Under the direction of the Director I-Regional AVID, provides technical to support teachers, counselors, administrators, schools and districts in the implementation and refinement of their AVID program through on-site coaching, resource development, technical assistance and professional development.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provides technical support to teachers, counselors, administrators, schools and districts in the implementation and refinement of their AVID program; reviews schools' progress in implementing the AVID program essentials; facilitates certification meetings, identifies areas of strength and need, offers commendations and recommendations as needed.

Visits various sites, observes AVID teachers and provides feedback to increase student engagement, identify additional curriculum and develop strategies to support the teachers' desired outcomes; advises AVID site teams as needed; provides off-site support via phone, e-mail or other means of communication; serves as a resource to meet the needs of teachers throughout the Region.

Meets with administration to discuss issues of access and equity, strategies to spread AVID methodologies school-wide, budget strategies, approaches to the master schedule to open access for students, and analyze AVID data as a tool for school improvement.

Develops resources to meet the needs of AVID teachers including lessons, presentations, policies, procedures, and online training and support materials.

Provides technical assistance to support teachers, counselors, administrators, schools and districts in accessing information, analyzing and entering data, developing reports or presentations, and registering for events.

Meets with the Region V AVID team to plan events and professional development, discuss site issues or concerns, review curriculum materials and analyze regional AVID data.

Conducts various outreach activities; identifies schools that would complete feeder patterns; solicits interest in implementing AVID; provides materials, arranges and hosts visits to active AVID sites; identifies potential teachers, students, tutors and site team members.

Prepares and maintains a variety of reports, records and files related to assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned; plans and facilitates workshops to support the needs of AVID teachers in Region V; attends various AVID events.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies and procedures.

AVID program essentials, cognitive coaching, AVID curriculum, learning modalities and other aspects of the AVID program.

Oral and written communication skills.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Provide technical support teachers, counselors, administrators, schools and districts in the implementation and refinement of their AVID program through on-site coaching, resource development, technical assistance and professional development.

Plan and develop lessons, instructional sequences and units using AVID curriculum.

Plan and develop workshops and professional development opportunities for AVID teachers, counselors and administrators.

Visit sites to observe AVID program implementation and teachers.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare and maintain records and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education and four (4) years of recent experience working with AVID in a school setting.

LICENSES AND OTHER REQUIREMENTS:

Valid Elementary or Secondary Teaching Credential

Successful completion of the AVID District Leadership training

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

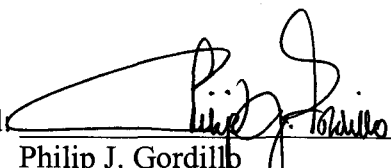
Driving a vehicle to conduct work at multiple school and district settings

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Approved:  _____ 7/01/2011
Philip J. Gordill Date
Executive Director of Human Resources