

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: **Coordinator, Advancement Via Individual Determination (AVID)**

DEFINITION

Under direction plans, organizes, facilitates, and promotes AVID activities for the development and benefit of school districts and sites in Region 3. Performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director II, AVID/Cal-SOAP

SUPERVISION OVER

Professional, technical and clerical personnel as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Provides support for the staff development information and learning resources library for the Capital Region AVID Center; identifies educational products, publications, programs, and practices to support AVID teachers and site team members in middle and secondary schools including rural or isolated geographical locations; develops and presents training modules for AVID methodologies; conducts assessment of training needs and evaluates effectiveness of training programs; develops documentation of Capital Region AVID center resources in both print and electronic catalogues; collects and maintains data, and submits reports to the San Diego National AVID Center as required; conducts site certification visits as required by grant specifications; identifies exemplary programs and practices for review and evaluation; oversees and coordinates updates for the Capital Region AVID Center web site; assists Region 3 colleagues in conducting outreach, tutor training, and recruiting workshops; plans and meets with educators on expanding and refining AVID site programs throughout Region 3; maintains regular communication with the AVID regional staff in both oral and written forms; collaborates with other department staff for workshops, services, and activities which support AVID information and learning resources.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a valid California teaching credential based on a Bachelor's degree and student teaching; a Master's degree and/or a valid California administrative services credential preferred; completion of AVID Regional Development Center/AVID District Liaison (RDC/ADL) training required; successful teaching experience at the middle or secondary level; experience in coordinating events and training programs is desirable.

Knowledge of:

AVID and subject area curriculum development for grades 6-12; effective staff development strategies, and technology programs, resources, products, and practices that support regional operations and AVID teachers in grades 6-12; Photo Shop, National AVID Data Reporting and Certification Web site, MyAVID, and the Microsoft Office series.

Skill and Ability to:

Develop and present training programs to school site staff; develop goals, set priorities, monitor project expenditures, and evaluate programs; organize and prioritize work; work independently and in a team environment; communicate effectively in both oral and written forms; develop and maintain positive working relationships with individuals and groups; use standard computer applications to maintain a database, create CDs, and review a Web site; use scanners and digital cameras; learn new technology and adapt to changes.

Other Characteristics

Possession of a valid California driver's license and willingness to travel throughout the state.

Amended 8-15-06

Approved 4-30-01