

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Director II, AVID/ Cal-SOAP**

**DEFINITION**

Under general direction, plans, organizes, and manages the Sacramento Cal-SOAP (College Horizons) Consortium, California Student Opportunity and Access Program (Cal-SOAP) and Advancement Via Individual Determination (AVID), and oversees the partnership of AVID and Cal-SOAP with the Mathematics, Engineering, Science Achievement (MESA) program for participating schools; performs other related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Assistant Superintendent, Instructional Support Services

**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.)

Plans, organizes and manages the ongoing operations of the Sacramento Cal-SOAP (College Horizons) Consortium, and AVID for the Sacramento County Office of Education with districts, schools, colleges and universities, and county and/or regional agencies to implement program requirements; designs and coordinates the delivery of curriculum instruction and staff development for selected schools; oversees site visit schedules and professional development meetings for both programs; oversees hiring, training, and placement of college tutor-advisers; oversees student writing contests and student conferences; coordinates and monitors technical support and data collection for AVID and Cal-SOAP schools; monitors the Cal-SOAP data-base and required reporting to the California Student Aid Commission; coordinates the selection of AVID / College Horizons scholarships from the Sacramento Regional Foundation; fulfills the responsibilities of executive secretary of the Cal-SOAP consortium board including organizing and coordinating consortium and Executive Committee meetings; participates in state directors meetings and professional networks for both programs; establishes and maintains collaborative relationships with universities, school districts, and county, state and other related agencies; prepares and coordinates the AVID contract with the California Department of Education and the Cal-SOAP contract with the California Student Aid Commission as well as supplementary grants; administers and coordinates budgets between AVID and Cal-SOAP for mutual staffing and program needs; prepares and maintains accurate records and reports; selects, trains, supervises and evaluates the performance of professional, technical and clerical staff.

**MINIMUM QUALIFICATIONS**

Education, Training, and Experience

Possession of a valid California credential based on a Bachelor's degree in education or related field and student teaching required; possession of a valid California administrative credential desirable; experience in tutor training, teacher professional development, and college advising programs; successful administrative experience in the administration of a college guidance curriculum which supports, supplements and enhances student support systems at school sites, experience in guiding school administrators in implementing AVID is desirable; experience in working in schools as an outside agent; experience speaking to students and their parents; experience working in a county office of education is preferred; AVID Summer Institute and Regional Director training is desirable.

Knowledge of:

Public and private colleges' and universities' admission procedures, financial aid policies, college entrance test (ACT/SAT) practices; AVID teaching methodologies, AVID curriculum and program requirements; instructional support services at a county office of education.

Skill and Ability to:

Plan, implement, assess and evaluate projects/programs; plan, coordinate and manage technical support and professional development activities; develop program goals, set priorities and evaluate progress toward outcomes; prepare budgets and monitor expenditures; communicate effectively in both oral and written form; develop and maintain positive working relationships with all persons contacted in the course of work; select, train and supervise staff.

Other Characteristics

Possession of a valid California driver's license; willingness to work additional hours as needed; willingness to travel locally and within the state using own transportation with mileage reimbursed as required.