

Sacramento County Office of Education Job Description
Classification Title: Director I,
Advancement Via Individual Determination Program (AVID)

DEFINITION

Under general direction plans, organizes, and manages the Advancement Via Individual Determination (AVID) program for participating schools in Sacramento County; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Instructional 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, manages, and evaluates the ongoing program components for AVID with schools, districts, county and/or regional agencies needed to implement program requirements; designs and coordinates the delivery of curriculum, instruction and staff development for selected schools; coordinates the design and management of assessment and program evaluation as specified; develops curriculum, instruction and assessment instruments as needed; maintains accurate records of program requirements, completes required reports and administers budgets; coordinates contracts with the California Department of Education (CDE) and San Diego County Office of Education; participates in state directors meetings and professional networks as required; establishes and maintains liaisons with universities, school districts, county offices, and other partners; selects, trains, supervises, and evaluates the performance of clerical/technical staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching credential and/or administrative services credential; teaching and administrative experience; progressively responsible experience in providing professional development and school coaching for grades 7-12; successful administrative experience in the design and implementation of innovative school programs which enhance the success of student achievement; experience working in schools as an outside agent; AVID Summer Institute and Regional Director training is required; experience working in a county office of education is preferred.

Knowledge, Skills, and Abilities

Knowledge of AVID teaching methodologies, curriculum and program requirements; school budgets; master schedule requirements; instructional support to and evaluation of AVID certification process; skill and ability to plan, implement, assess and evaluate AVID programs, develop program goals, set priorities, monitor expenditures, and evaluate projects/programs; select, train and supervise staff; communicate effectively in developing and maintaining positive working relationships with administrators, teachers, counselors, university outreach staff, college student tutors and middle and high school student program participants.

Other Characteristics

Possession of valid California driver's license and willingness to travel as needed.

Revisions approved: 7/1/2016