

# Sacramento County Office of Education Job Description

## Classification Title: Project Specialist I, AVID

### **DEFINITION**

Under direction plans, organizes, facilitates and promotes AVID activities which support implementation of the AVID College Readiness System (ACRS). Performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **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)

Develops and presents professional learning for AVID methodologies and the implementation of the ACRS; facilitates AVID site team progress towards goals identified in the AVID Site Plan; performs AVID site certification and coaching visits including classroom observations; collects data and evidence necessary for the preparation and submission of required reporting; provides site and district-level myAVID training and technical support; promotes institutionalization of the ACRS and supports AVID district directors, administrators and site principals with school and district-wide implementation; collaborates with department staff to provide workshops, services, and activities which disseminate AVID information and learning resources; establishes and maintains collaborative working relationships with school site, district and university staff; participates in meetings, trainings, and conferences with AVID Center as appropriate.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Possession of a valid California teaching credential based on a bachelor's degree and student teaching; recent successful teaching experience within an AVID program; recent completion of an AVID Summer Institute training; experience delivering professional development and successful school or site-level program coordination desirable.

#### **Knowledge of:**

The goals, structure and methods of ACRS and the role of AVID in a school district; AVID and subject-area curriculum development; effective staff development strategies; admission procedures for post-secondary institutions; financial aid policies; importance of and requirements related to college entrance exams; myAVID certification and data system user interface and resources; AVID curriculum and program requirements; Common Core State Standards, curriculum frameworks and required student assessments; the principles and practices of program implementation; and standard software applications.

#### **Skill and Ability to:**

Develop and present training programs to educators and administrators; develop goals, set priorities, and evaluate ACRS implementation; organize and prioritize work; communicate effectively in both oral and written forms; work well both independently and in a team environment; develop and maintain positive working relationships with individuals and groups; learn new technology and adapt to changes.

#### **Other Characteristics**

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

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