

**Sacramento County Office of Education Job Description**  
**Classification Title:**  
**Project Specialist II, Advancement Via Individual Determination (AVID)**

**DEFINITION**

Under general direction, plans, organizes, coordinates, facilitates and promotes AVID activities, including professional learning events, certification and data projects, and program-wide activities supporting TK-12 implementation of the AVID College Readiness System (ACRS); performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Project Specialist II is distinguished from the Project Specialist I by the extensive knowledge and experience required. Further differences include more responsibility and decision-making at a higher level than normally assigned to a Project Specialist I.

**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.)

Facilitates and coordinates projects and program activities for the Capital Metropolitan Area AVID department; supports implementation of the TK-12 ACRS programs and provides assistance to participating districts and schools; plans, organizes, promotes, monitors, and facilitates AVID professional learning and support for schools and districts regionally; conducts TK-12 school site coaching visits and site team meetings; analyzes district and school site college and career readiness metrics; plans and facilitates coaching and support for AVID District Directors related to district ACRS goals; performs classroom observations, reviews data and evaluates program evidence to certify school site AVID implementation; assists in the development of regional goals and program planning based on analysis of certification results and other program data.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

Possession of a valid California teaching credential based on a bachelor's degree and student teaching required; successful AVID classroom teaching experience and AVID site team participation; successful experience presenting to parents and faculty and in the development and management of complex schedules, systems, and documentation.

**Knowledge of:**

Pedagogy and methodologies of the AVID College Readiness System,; AVID certification process; secondary recruiting profiles and procedures for AVID elective; AVID program implementation and site team development; MyAVID website, resources, and reporting; public school infrastructure and classroom management; strategies for coaching and mentoring educators and delivering professional learning; Collaborative for Social Emotional Learning (CASEL) Framework and its implementation in the district, school-site and classroom setting; Common Core State Standards; AVID elective standards and curriculum; public and private college/university admissions, financial aid, and entrance test policies and procedures; college preparation strategies; high school college preparatory academic practices and procedures; standard software applications including videoconferencing platforms; communication and record-keeping technology; and effective interpersonal skills.

**Skill and Ability to:**

Plan, design, implement, deliver, and monitor in-person and virtual professional learning on AVID pedagogy and methodology; research, assemble, and analyze data and make appropriate recommendations; provide district and school site level instructional and system coaching; support educators in the implementation of Social Emotional Learning; prioritize tasks, meet timelines, and manage a caseload of school sites; work independently with little direction; develop program goals and set priorities; communicate effectively in both oral and written form with diverse groups; develop and maintain positive working relationships with individuals and groups from varied educational and cultural backgrounds; operate standard office equipment including a computer; utilize multimedia approaches to maintain communication and conduct professional learning.

**Other Characteristics**

Possession of a valid California driver's license; willingness to work additional hours on occasion; willingness to travel using own transportation and willingness to travel within and out of the state as required.

12/2022