



Advancement Via Individual Determination (AVID) Coach

GENERAL RESPONSIBILITIES

Under the supervision of the Director in the Office Student Support Services and Department of School Leadership, the AVID Teacher Specialist is responsible for assisting in the implementation of the K-12 AVID Schoolwide System to ensure fidelity and sustainability. Position is responsible for utilizing the K-12 AVID Schoolwide System to support schoolwide implementation through professional learning, coaching and community outreach.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Work collaboratively with the VBCPS AVID District Leadership Team and AVID District Directors on the implementation and sustainability of the K-12 Schoolwide AVID System.
- Support the development and presentation of professional development as needed on the implementation and sustainability of the K-12 Schoolwide AVID System.
- Support the development and presentation of districtwide AVID professional learning communities.
- Model AVID instructional practices in a variety of settings and provide follow-up support to ensure effective implementation.
- Observe and coach AVID Instructional Leadership/Administration team at each site.
- Use resources available to monitor progress and sustainability of AVID.
- Assist with the District AVID Site team.
- Support AVID site events, end-of-year recognition events and transitional events.
- Support AVID publicity in the community.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of VBCPS curriculum and techniques for integrating curriculum, VBCPS policies and effective instructional practices; thorough understanding of the teaching and learning process; Thorough knowledge of the principles, practices, and procedures of the K-12 AVID System. Must have the ability to infuse technology into curriculum; ability to work effectively with administrators, colleagues, central office, school-based staff, students, parents and community. Must have the ability to communicate ideas clearly and concisely, orally and in writing; strong report writing skills; ability to establish and maintain effective relationships with staff and administration; project management skills and proficiency in Microsoft Excel and Word are necessary. Ability to travel and work flexible hours as needed.

EDUCATION AND EXPERIENCE

Required: Bachelor's Degree in applicable field of education from an accredited college or university. Must have or be eligible for a teacher license from the Virginia Department of Education and have three (3) years' experience as an AVID Site Coordinator, AVID Elective Teacher and/or AVID Site Team member. Must be a Certified AVID Staff Developer.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, standing, bending, grasping, fingering, repetitive motion, and reaching. Occasional stooping and kneeling. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid Virginia Driver's License
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 3/21
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