

TITLE/POSITION Title I AVID Coordinator

SUPERVISOR Principal or Administrative Designee

EVALUATION Addenda Review by School Administration

CERTIFICATION REQUIREMENTS Must earn a Bachelor's degree (BA) from a four-year college or university. -Must have or be able to obtain an AVID Certificate prior to Aug. 2019 -Must meet all Arizona Department of Education certification requirements.

ADDITIONAL REQUIREMENTS Authorization to work in the United States as defined by the Immigration Reform Act of 1986. -Strong student advocate committed to the philosophy of AVID, including the support for equality and access of all students to advanced classes. - Ability to work effectively with teachers and administrators. Ability to provide professional development to staff

QUALIFICATIONS -Ability to provide professional development to staff. -AZ Teaching Certificate. -Education/Experience on building of an active, participatory AVID Site Team. -Possesses excellent organizational skills. -Ability to sustain involvement with long-term projects, assignments. -High degree of professionalism, expectations of self and students. -Ability to work effectively with teachers and administrators

TERMS OF ADDENDA Addenda/Extra Duty employment is term specific with no right of continuation. Remuneration is per the Board approved schedule. The administrator has the right to recommend a pro-rated addenda/extra-duty stipend based on completion of responsibilities. Should you be unable to fulfill your contractual obligation, the amount will be pro-rated upon actual days completed.

ADDENDA TYPE

SELECT ONE

- Flat Rate
 Per Diem
 Formula

NOTES: This will be a flat rate of \$1682.00/year

ITEMS REQUIRED AT THE START OF PROGRAM

DUE DATE: _____

EMPLOYEE SIGNATURE: _____

COMPLETION DATE: _____

- Leads the building of an active, participatory AVID Site Team
- Provides the leadership for the development and maintenance of an active Site Team.

ITEMS REQUIRED AFTER THE START OF PROGRAM

DUE DATE: _____

EMPLOYEE SIGNATURE: _____

COMPLETION DATE: _____

- Leads professional development trainings to support teacher development in AVID Strategies.
- Serves as a member of the Campus Leadership Team to provide insight, feedback, and support for AVID Schoolwide Implementation.

- Conducts periodic walk-throughs of classrooms and provides feedback for the overall improvement of teacher instructional practices.
- Supervises and enforces the implementation of AVID Structures in place for all teachers on campus.

ITEMS REQUIRED AT COMPLETION OF PROGRAM

DUE DATE: _____

EMPLOYEE SIGNATURE: _____

COMPLETION DATE: _____

- Attends annual AVID Summer Institute and other trainings as directed by the Principal or AVID District Representative.
- Creates, conducts, and facilitates the recruitment process for incoming AVID Students from feeder schools

COMPLETION OF ADDENDA

SUPERVISOR SIGNATURE _____

DATE _____