

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DISTRICT COORDINATOR, AVID**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendents of PreK-12 Schools or designee; plan, organize, direct, and monitor the development and implementation of AVID programs that provide academic support and enrichment; oversee and evaluate AVID programs; train and supervise the performance of administrative, certificated, and classified personnel; manage and implement district and grant-funded programs.

#### **ESSENTIAL FUNCTIONS:**

Analyze, synthesize, and evaluate information to oversee the management of the District's Elementary and Secondary AVID programs.

Plan, organize, supervise and evaluate the operation of PreK-12 AVID programs and services; assure program compliance with District, State and Federal laws, rules and regulations; coordinate and facilitate parent and community involvement in programs and projects.

Train, supervise and evaluate the performance of assigned classified, certificated, and administrative personnel; interview and select employees and recommend transfers, reassignment, disciplinary action and termination.

Communicate and partner with other administrators, personnel and outside organizations to design, develop and coordinate activities and programs. Act as a parent liaison providing program information, eliciting parent feedback and responding to concerns and formal complaints.

In coordination with schools' MTSS teams assist with supporting the academic, social and behavioral interventions for at-risk students.

Develop and implement a broad-based, stakeholder engaged process to develop, monitor and adjust a strategic plan/vision for AVID programs.

Design, develop, implement and evaluate professional learning for administrators, teachers, parents, and others.

In partnership with Elementary and Secondary Education, and support from the Department of Research and Evaluation, assist with the development, implementation and evaluation of AVID Programs.

Provide technical expertise, information and assistance to the Assistant Superintendents of Schools, Deputy Superintendent of Education Services and Schools, and other Cabinet members in support of AVID program design, funding implementation and sustainability. Collaborate with and provide informational support to principals and vice principals to ensure optimal AVID programs are implemented and evaluated, targeting identified student needs.

Develop informational materials related to AVID programs, projects and events.

Coordinate and collaborate with administrators in Special Education, Foster Youth, Homeless Education, Educational Equity and Family and Community Engagement to ensure inclusive and equitable practices in AVID opportunities.

Remain current on all Federal and State funding and program implementation requirements.

Utilize creativity to produce meaningful new ideas and provide leadership for effective family and community involvement including establishing appropriate workshops and other activities for families and coordinating with community-based organizations to provide family engagement opportunities.

Collaborating with the Office of Family and Community Engagement, develop and provide workshops and resources for families on a wide range of AVID topics and supports.

Work closely with District and site administrators, counselors and AVID Coordinators, in a team-oriented approach, to develop processes and procedures for selecting academic support and interventions for AVID programs at school sites.

In alignment with program output measures and student outcome measures, administer and monitor AVID budgets; assure proper allocation of funds for personnel and instructional and enrichment opportunities, including curriculum and materials; coordinate and participate in budget development and monitoring of assigned budgets and grant expenditures.

Collaborating with the Office of Educational Equity, design programs that are culturally balanced and responsive and align with the District's Race and Equity Strategic Plan.

Partner with the District's Communications Department to ensure a comprehensive informational distribution plan is in place, implemented and evaluated.

Coordinates the development and formation of an AVID District Team, composed of top-level administration and key instructional leaders from each level of the AVID College Readiness System.

Support AVID site events, end-of-year recognition events, and transitional events.

Coordinates communication with AVID Center Staff and Sacramento County Office of Education Staff regarding: contracts for consultant services, technical assistance, AVID certification, AVID Summer Institute (SI), and AVID Digital XP (DXP).

Participates in regional AVID meetings/professional learning, regional District Director workshops.

Monitors completion of Pre-Work for all site participants who attend AVID Summer Institute.

Using the District Continuous Improvement principles and practices, conduct annual input-output-outcome programmatic analyses, comprehensive data, gap and cause analyses and implement programmatic corrective actions that result in sustained program improvement aligned to sustained student academic and developmental progress.

Embed key elements of social competence into daily work practices such as empathy, cultural competence, responsiveness, flexibility, perceptiveness, and team-orientation.

Embed key elements of emotional competence into daily practices such as self-efficacy, self-awareness, outward mindset, and positive identity.

Embed key elements of problem-solving competence in daily practices such as creativity, visionary thinking, curiosity, imagination, adaptability, systems and critical thinking.

Embed key elements of sense of purpose competence into daily practices such as connectedness, persistence, resilience, optimism, sense of meaning, and goal directedness.

Monitor and refine applicable Board Policies and Administrative Regulations.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Planning, organization, and direction of District AVID programs and services.

Applicable laws, codes, regulations, policies, grant requirements, and procedures related to AVID and other assigned areas.

Policies, goals, and objectives of AVID programs and activities.

State, local, and regional resources.

The framework for High Quality Instruction.

Multi-Tiered Systems of Support processes and practices.

Intervention models.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Board and District policies, procedures and regulations.

**ABILITY TO:**

Analyze, design, develop, implement and evaluate AVID programs.

Lead and manage AVID programs and all related human and material resources.

Supervise the performance of assigned personnel.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Provide Effective Professional Development.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Maintain consistent, punctual and regular attendance.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: master's degree and three years of administrative experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Teaching Credential or Pupil Personnel Services Credential and Valid Administrative Credential

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and school campus environment.

Driving a vehicle to conduct work.

**BOARD APPROVED:**