Extra Duty - AVID Coordinator

Purpose Statement
The job of Extra Duty - AVID Coordinator is done for the purpose/s of leading, promoting and maintaining an active and participatory AVID program; acting as liaison between staff members; and overseeing certification and data collection. The AVID Coordinator is a strong student advocate who is committed to the philosophy of AVID, including support for equity and access for all students to advanced classes.

This job reports to Principal - High School

Essential Functions
- Acts as a liaison between staff (e.g. tutors, teachers, counselors, administrators, etc.) for the purpose of implementing and maintaining services within established guidelines and standards.
- Advocates and provides professional learning for the purpose of educating staff members on AVID methodologies.
- Collaborates with counseling and administrative teams for the purpose of addressing student needs, placement and on-going schedule changes.
- Collaborates with different sites and grade levels for the purpose of articulating the curriculum and activities of AVID.
- Collaborates with leadership team in the interviewing, hiring, and training of AVID tutors for the purpose of ensuring that standards are achieved and performance is maximized.
- Coordinates family workshops throughout the year for the purpose of ensuring parent involvement for students in the program.
- Creates and executes student recruitment plan (e.g. obtains test and grade data of potential students, coordinate with feeder school, etc.) for the purpose of gaining student participation in the program.
- Oversees a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Oversees data collection, analysis and submission for the purpose of improving the program and maintaining certification.
- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of written materials for the purpose of documenting activities, providing written reference, and/or conveying information.
- Promotes the AVID program (e.g. schedules informational assemblies, meets with parents and students, distributes applications to potential students, etc.) for the purpose of developing an early awareness and interest in the program.
- Provides consistent interaction with students for the purpose of educating students.
- Researches a variety of topics for the purpose of providing information and/or recommendations and/or addressing a variety of program and legal requirements.
• Responds to inquiries from a variety of sources for the purpose of resolving issues, providing information and/or direction.

• Reviews AVID students data regularly (e.g. monitors students grades in all classes, ensures students take part in college testing, runs progress reports, etc.) for the purpose of ensuring the success of students in the program.

**Other Functions**

• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: knowledge of AVID program and requirements.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; adapting to changing work priorities, communicating with diverse groups; setting priorities; building collaborative relationships; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 35% sitting, 30% walking, and 35% standing. This job is performed in a generally clean and healthy environment.

**Experience:**

Job related experience within a specialized field is required.

**Education:**

Bachelors degree in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

Missouri State Teaching Certificate

**Continuing Educ. / Training:**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

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<th>FLSA Status</th>
<th>Approval Date</th>
<th>Salary Grade</th>
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The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.