



**COORDINATOR I - AVID
KERN COUNTY ADVANCEMENT VIA INDIVIDUAL DETERMINATION**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director of Curriculum, Instruction and Accountability

ESSENTIAL FUNCTIONS:

1. Provide significant support to AVID District Directors.
2. Provide support for new AVID sites.
3. Collaborate with and support AVID Center Program Managers who work on site-level webinars and other agreed-upon activities.
4. Provide support to schools regarding AVID Certification.
5. Participate in site visits with the AVID Center Program Managers and District Directors.
6. Design and deliver a range of presentations and workshops that support the county initiatives related to AVID.
7. Serve on KCSOS committees; attend county office meetings and events.
8. Analyze, assess, and interpret needs assessment and evaluation data to assist with program development and improved results for participating AVID districts.
9. Represent the regional county needs and provide expertise for improved AVID district support.
10. Coordinate and facilitate AVID meetings.
11. Assist with procurement of curriculum and materials for trainings.
12. Assist with submission of required data and reports to AVID Center.
13. Assist with logistical planning for required training.
14. Make site visits to support implementation.
15. Communicate information regarding AVID Center meetings.
16. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of California Education Code; California Administrative Code; policies rules and regulations of the Office.
2. Knowledge of effective management and administrative techniques regarding planning, budgeting, program implementation and modification, purchasing, and contract administration.
3. Knowledge of adult learning theory and effective methods of professional development.
4. Knowledge of different coaching models and best practices.
5. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
6. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Ability to communicate effectively both orally and in writing, as well as use technology as a communication tool.
2. Ability to interact, question and maintain open dialogues with internal and external clients to ensure an understanding of needs.
3. Ability to work effectively with the KCSOS staff, AVID Center Program Managers, and AVID Center.
4. Ability to monitor a project/program budget.
5. Ability to design, develop and facilitate effective training programs.
6. Ability to analyze and interpret AVID implementation results; apply the knowledge gained in program development.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Must hold a Master's degree in education from an accredited college or university.
2. Must possess and maintain a valid California teaching credential.
3. Must hold appropriate administrative credential.

B. Experience:

1. Four or more years of teaching at a middle or secondary school level. Preferred experience as a school AVID coordinator or as an administrator at an AVID school site.

TS:gs
7/17/15
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