



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	AVID Resource Teacher
<b>ADMINISTRATIVE RELATIONSHIP:</b>	The AVID Resource Teacher is evaluated and directly responsible to the Assistant Superintendent, Educational Services.
<b>CLASSIFICATION:</b>	Certificated
<b>REQUIREMENTS</b>	Minimum Degrees/Credential/Experience Required for Position B.A./B.S., Valid teaching credential and classroom teaching experience. Recent experience as a coordinator or director of one or more educational programs. Recent graduate of or commitment to complete the 2 year cycle of AVID District Leadership Training.
<b>SALARY SCHEDULE:</b>	Certificated Curriculum Salary Schedule
<b>WORK – YEAR / HOURS:</b>	195 days, 0.6 position
<b>LOCATION:</b>	District
<b>BOARD APPROVAL:</b>	January 30, 2013

### DEFINITION

The AVID Resource Teacher will work with AVID Center Program Managers to provide professional development, support and coach site level AVID staff, and oversee the data collection/certification process in the district. The AVID Resource Teacher also provides outreach and support to AVID programs in partner school districts and recruits and trains college tutors.

### DISTINGUISHING CHARACTERISTICS

- Facilitates monthly/quarterly district-wide Site Coordinator meetings.
- Coordinates and delivers district-wide AVID professional development.
- Provides technical support in the areas of data submission, Certification Process, curriculum implementation and tutorials.
- Schedules and oversee Site Certification meetings.
- Supports Site Coordinators/Administrators with Summer Institute logistics.
- Coordinates and provides AVID methodology trainings to new and experienced AVID teachers.

- Monitors proper implementation of AVID Programs through site visits, classroom observations, co-planning/co-teaching and coaching.
- Supports Site Coordinators in recruiting and hiring tutors.
- Trains new tutors and monitors/supports returning tutors.
- Facilitates and supports the site process for recruitment and retention of students in AVID programs.
- Provides outreach to partner elementary districts and support for the development of AVID programs at partner schools.