

Killeen Independent School District Job Description

Job Title: Teacher Specialist for AVID
Reports To: Director for High School Curriculum and Instruction
FLSA Status: Exempt

SUMMARY

Facilitates the development of the Advancement Via Individual Determination (AVID) Program. Assists with the Advanced Placement (AP) Program, and the International Baccalaureate (IB) Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Manages the ongoing AVID identification and screening process in a timely manner to assure that students are identified and served appropriately. This includes all mailings and phone calls related to identification, screening, and conferencing with parents and teachers when questions arise.

Monitors program guidelines and procedures to be sure the program is following the state and district guidelines of AVID.

Becomes familiar with the variations in state graduation requirements and develops a graduation plan for students in the AVID program.

Handles all exits/furloughs of AVID students on the campus, is present at the required conferences and completes the required paperwork.

Assists in the tracking of students throughout the AVID program.

Utilizes content area and specialization skills to provide instructional leadership in curriculum planning.

Maintains the confidentiality of student records.

Monitors class rosters to ensure proper placement for AVID students. Works with counselors to make changes as needed.

Visits AVID and non-AVID classrooms to observe students and the use of AVID methodologies and philosophies which support the program. Completes and maintains observation forms.

Facilitates field-based experiences for AVID students on the campus and across the district based on AVID program guidelines.

Oversees the AVID budget. Orders, distributes and monitors AVID inventory for the campus.

Facilitates meetings at least once each month with campus site team members for program updates, collaboration, and assists with concerns about curriculum, individual students, and data to facilitate progress toward goals identified in the site team plan.

Assists in the collection of data as required by the State and National AVID Centers. Submits data by deadlines.

Maintains open communication and collaboration with AVID district specialist and attends monthly staff meetings with the district specialist.

Assists campus coordinator with parent/student support.

Assists campus coordinator with new student/parent orientation.

Assists campus coordinator with parent education.

Serves as high school liaison to the middle school programs. Conducts site visits to include, but is not limited to, classroom observation, mentoring the coordinator, review of campus goals, and review of student data.

Assists campus coordinator with AVID recruiting for feeder schools.

Assists with AVID classes (i.e. field trips, curriculum, community service, guest speakers, enrichment opportunities, and tutoring program).

Coordinates with school and community for the development of the AVID program.

Consults with students, parents, teachers, and administrators to monitor and guide students achievement and success.

Assists in the administration of the PSAT, PLAN, ReadStep, IB, and AP tests.

Uses student data as assessment tools for the purpose of program development.

Provides professional development concerning AVID methodologies and philosophies.

Models AVID instructional techniques in the classroom.

Attends workshops, and meetings to stay current in the AVID, College Board, Pre-AP, and AP Programs.

Assists training AVID site team members and AVID teachers.

Assists training AVID tutors and provides on-going coaching for tutors.

Check AVID tutor's timesheets and time cards for accuracy and completeness (signature) and makes sure payroll paperwork is submitted to the appropriate office by deadlines.

Writes recommendations for students in the AVID program.

Meets with principal to promote administrative support for the institutionalization of the AVID program

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree preferred; three years teaching experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Teacher or Counselor Certification.

LANGUAGE SKILLS

Ability to read, analyze, and interpret educational periodicals, professional journals, business procedures, or governmental laws and regulations. Ability to write reports, educational correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, faculty, parents, and students.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES

Must be familiar with computers, such as word processing, e-mail, and internet.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk. The employee must regularly lift and carry (less than 15 pounds); may lift and move text books and classroom equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally required to travel to multiple campuses, as assigned and is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Employee may also be required to occasionally travel out-of-district for school functions and/or activities.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.