

AVID Site Coordinator Responsibilities

The AVID Coordinator is responsible to the Administrative Assistant - Educational Services for the performance of the following functions:

1. Identify all new AVID students and plan for recruitment at the secondary level.
2. AVID coordinator will collaborate with site administrators for selecting staff to teach AVID elective classes. (secondary sites only)
3. Support the coordination of professional development for site teachers in AVID strategies; support the recruitment for AVID Summer Institute and/or the secondary "Write Path Training."
4. Assist the Administrators in the recruitment of all staff;
5. Support sites in creating and evaluating their site goals and completing their Coaching & Certification Instrument (CCI); including site learning walks.
6. Work with site Administration to maintain all AVID records;
7. Serve as a resource for classroom teachers AVID students
8. Plan the agenda and facilitate site AVID monthly meetings to maintain AVID site certification.
9. Collaborate with the Site Administrator and District AVID Coordinator to AVID vet materials
10. Facilitate the recruitment, training, and coordination of AVID tutors at the secondary site level.
11. Attend the AVID district meetings to support the AVID schoolwide mission.