



Job Title:	College Readiness/AVID Coordinator (226 Days)	Wage/Hour Status:	Exempt
Reports To:	Assistant Superintendent of Student Services and Support	Pay Grade:	Professional Pay Grade 5
Dept. /School:	Student Services Bldg.	Date Revised:	May 17, 2011

Primary Purpose:

The primary responsibility of the College Readiness/AVID Coordinator is to perform administrative duties to implement effective College Readiness/AVID programs.

Qualifications:

Education/Certification:

Valid Texas teacher's certificate

Master's Degree from an accredited institution and Professional mid-management or administrative certification issued by the Texas Education Agency is preferred

Special Knowledge/Skills:

Must possess strong leadership and communication skills and be knowledgeable in curriculum structure, instructional strategies, budgeting, and state laws and regulations affecting district policies

Experience:

Experience must include a minimum of five years campus experience. Additionally, two years of administrative/supervisory experience is preferred

Major Responsibilities and Duties:

1. Coordinates District AVID program. Coordinates the District college and career night.
2. Plans, conducts, and evaluates in-services for teachers and administrators to communicate effective procedures for college readiness programs.
3. Assists staff with teaching strategies to improve the academic performance of students.
4. Interfaces with community leaders and TEA to develop strategies for student success.
5. Develops a comprehensive list of community contacts and agencies to assist teachers and administrators in college readiness programs.
6. Attends P-16 meetings on college readiness.

Manages, Administrates/Fiscal Duties and Facilities Responsibility:

7. Maintains awareness of federal and state laws that impact college readiness.

8. Projects, plans, and implements needed program revisions and program expansions.

Provides Leadership in Professional Growth and Development:

9. Participates in staff development programs and professional growth activities.
10. Exhibits flexibility in performance of assigned duties.
11. Strives to use time wisely and effectively. Seeks and uses evaluative input of job performance from staff and peers.

Supervisory Responsibilities:

None

Working Conditions: Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent district wide travel.

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