

## **AVID School-Wide Site Coordinator Job Description – Parkrose High School**

**Category I \$1030.89 FROM SCHOOL IMPROVEMENT BUDGET**

**Purpose:** To work with the Principal, Site Team and Staff in realizing School-Wide AVID as a means to strengthening the core instruction at Parkrose High School, in turn increasing access to and equity for college and career readiness for all students at PHS.

**Duties and Responsibilities:**

- Partner with High School AVID **Elective** Site Coordinator in documenting that all AVID essentials are met in order to assure annual certification
- Act as an AVID liaison with the principal, counselor, and other staff members as well as with AVID District Director.
- Co-Lead the building AVID site team in facilitating monthly meetings, focusing on instructional elements of AVID.
- Become an instructional leader, sharing techniques and materials through formal or informal professional development to help staff members across disciplines work with all learners.
- Assist teachers who request help in implementing AVID strategies in their classroom and as part of their instruction.
- Meet monthly with AVID Site Coordinators to collaborate on K-12 AVID alignment and plan district-wide AVID professional development that matches the district improvement plan. Disseminate information from AVID Directors to other teachers.
- Work with AVID **Elective** Site Coordinator to facilitate the planning and scheduling of college field trips, guest speakers, and special programs with other teachers.
- Co-Facilitate campus AVID parent involvement activities.
- Assist with AVID data collection as relates to school-wide implementation.
- Support recruitment of new AVID learners.
- Support organization and maintenance of AVID certification materials.
- Attend scheduled meetings with the District Director.
- Attend AVID trainings as directed by the principal or AVID District Director.
- Other duties as assigned.

**Qualifications:**

- Demonstrates the personal characteristics of commitment and dedication.
- Demonstrates intercultural competence in working with learners, staff, and families.
- Demonstrates understanding of “academic press”—the requisite levels of college preparatory classes.
- Demonstrates organization and follow-through.
- Demonstrates the philosophy that all students can learn.
- Demonstrates the ability to advocate for underachieving, underserved learners.
- Demonstrates the ability to motivate and counsel learners.
- Demonstrates the ability to promote academic success for underachieving learners.
- Demonstrates understanding of how the school system works in order to get what is needed for the program and the learners.
- Demonstrates the ability to gain the respect of and collaborate with school faculty and parents.
- Demonstrates the ability to work well with and to train tutors, especially in the concept of tutorial groups.
- Teaching license.

**SALARY:** The certified collective bargaining agreement determines the pay scale for extra duty positions.

Note of interest must be sent to: Please e-mail Mary V. King if interested  
[mary\\_king@parkrose.k12.or.us](mailto:mary_king@parkrose.k12.or.us)

**Closing Date:** Until filled

Questions concerning this position should be directed Michelle Markle, Director of School Improvement,.