

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAM SPECIALIST - AVID

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in the management of one or more programs including Special Education, Title I, School Improvement Program (SIP), English Language Learners (ELL), Gifted and Talented Education (GATE), Indian Education, Tutoring Services, Adult Education and Pre-kindergarten; coordinate and implement various student and family services; assist with student and staff placement and development.

ESSENTIAL FUNCTIONS:

Assist in the management of a variety of programs including Title I, SIP, ELL, GATE, Indian Education, Tutoring Services, Special Education, Adult Education and Pre-kindergarten; collaborate with administrators and other personnel to assure programs comply with licensing requirements, State and federal laws, rules and regulations.

Coordinate and implement various student and family services; assess and evaluate program effectiveness and modify accordingly.

Provide instructional leadership to assigned program; assist site administrators in specifics of assigned program and its compliance requirements.

Assist with student and staff placement and development; develop and implement methods and procedures for enhancing student and staff development.

Organize and conduct short-range and long-range studies of various District programs; prepare and analyze related data.

Participate in teams associated with assigned program including Student Study Teams (SST) and Individual Education Plans (IEP).

Prepare and maintain a variety of records and reports related to assigned activities and required by State and federal agencies.

Assist in coordinating parent involvement and community partnerships to enhance student success and academic achievement; assist in organizing parent advisory and policy groups.

Coordinate and participate in parent education workshops; attend and participate in assigned conferences, meeting and committees.

Communicate with students, parents and outside agencies to exchange information and resolve issues or concerns; consult and provide work direction and guidance to assigned District personnel.

Assist with preparing grant applications for program funding.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations of state and federally funded programs.
Organization of student and family services.
Research and data collection and evaluation methods and procedures.
Staff development programs and techniques.
Oral and written communication skills.
Applicable laws, codes, regulation, policies and procedures.
Policies and objectives of assigned program and activities.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Operation of standard office equipment including a computer and assigned software.

ABILITY TO:

Assist in the management of a variety of programs including Special Education, Title I, SIP, EIA, GATE, Indian Education, tutoring services, Adult Education and Pre-kindergarten.
Coordinate and implement various student and family services.
Assist with student and staff placement and development.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Analyze situations accurately and adopt an effective course of action.
Learn District organization, operations, policies and objectives.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Conduct research and compile and verify data.
Prioritize and schedule work.
Plan and organize work.
Maintain records and prepare reports.
Operate standard office equipment including a computer and assigned software.
Maintain consistent, punctual and regular attendance.
The ability to effectively operate a computer keyboard.
The ability to read and analyze a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree, experience in program management, classroom/teaching, and/or experience with categorical programs.

LICENSES OR OTHER REQUIREMENTS:

Valid California Class C driver's license.
Valid CA Administrative Services Credential.
Certificate of Eligibility for Administrative Services Credential.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

AVID-SPECIFIC DUTIES:

- Leads and builds the AVID Site Team
- Liaison between the district office and the AVID Center
- Collaborates with different sites and grade levels to articulate AVID programs
- Coordinates budget/fiscal services with school sites, District and county offices to ensure annual program certification for all sites
- Communicates with Site AVID Coordinators regarding AVID Teacher responsibilities
- Coordinates AVID Tutors/Communication with Cal-SOAP.
- Supports the coordination and management of College and Career field trips
- Facilitates MOU's
- Facilitates Parent Liaisons and parent communication
- Models and provides AVID professional development
- Yearly AVID Certification.
- Responsible for yearly AVID General Data and Senior Data collection and submission to the AVID Center
- Coordinates facilitation of Meetings with AVID Coordinators and AVID Teachers as needed.
- Conducts formal observations and assessment of AVID classrooms.
- Formalized AVID Program/Quality Reviews.
- Promotes the Certification of AVID programs at each site/ in classrooms.
- Coordinates/troubleshoots District and school site AVID data for bi-annual reports.
- Ensures site understanding of AVID Training schedules.
- Facilitates communication between Site AVID Coordinators and SCOE AVID Director as needed.
- Collect and submit school wide AVID data for school-wide implementation.
- Maintaining (creating, organizing and following up with evidence for) Site portfolio (digital)
- Collect evidence for certification – both program materials and student work reflecting AVID WICOR strategies etc.
- Plan and Implement an AVID budget
- Plan/ run monthly AVID meetings
- Work with admin on Master Schedule
- Liaison between the department and administration
- Attend AVID trainings as directed by the principal or AVID District Director
- Coordinate SCOE Training/ EGUSD sub availability days + funding for these events
- Facilitate the planning and scheduling of college field trips, guest speakers, and special programs with other teachers.

- Run, collect, count, and track site fundraising money
- Submit AVID Senior Data in the Spring
- Submit AVID Program Data early in the Spring
- Tracking grades and behavior every term for ALL AVID students for admin and academic probation/award reasons
- Check transcripts; Monitor student progress, particularly keeping an eye on A-G progress
- AVID Recruitment – presentations, letters, outreach, and interviews with prospective AVID 9 students and all grades
- Assist in recruiting new teachers.
- Organize campus AVID parent involvement activities.
- Maintain an AVID family by addressing issues between students and teachers.
Community/Restorative circles
- Managing AVID PD/AVID Strategies for the department and the school and teachers in classroom
- Coordinate Summer Institute training
- Represent AVID program on the school steering committee
- Coordinate/Assist in Cash for College Workshop and UC Personal Statement Workshop
- Submit the Coaching and Certification Instrument (CCI) – both the initial study and final submission in the Spring (this is a new system this year and requires looking at AVID from deeper perspectives)

BOARD APPROVED: March 19, 2019