

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR I - REGIONAL AVID

BASIC FUNCTION:

Under the direction of the Chief Academic Officer, plans, organizes, controls and directs the administration and accountability of the Advancement Via Individual Determination (AVID) program in the counties of Region V; develops and oversees the AVID grant and budget; provides professional development and support for AVID site/district personnel; establishes collaborative relationships with other agencies/organizations, county offices and higher education representatives; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, controls and directs the administration and accountability of the AVID program in the counties of Region V; assures communication and accountability for program standards.

Develops and prepares the annual preliminary budget for the AVID program; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; administers grants supporting the regional program.

Provides professional development and support for AVID site/district personnel; directs instruction/curriculum development; coordinates workshops, trainings and conferences for teachers, counselors, tutors and site/district administrators; determines assignments to prepare presenters for training sessions.

Develops tools and strategies for coaching AVID teachers/coordinators and expanding AVID schoolwide and districtwide.

Collects, compiles, analyzes and reports data regarding site and regional program activities to the California Department of Education and the AVID center; evaluates regional program's success in meeting school and district needs; researches and analyzes AVID service area for specific professional development needs.

Establishes collaborative relationships with other agencies/organizations, county offices and higher education representatives; develops K-16 partnerships; secures funds and other resources from other agencies/organizations and institutes of higher education; designs and develops outreach strategies; maintains the flow of information among stakeholders in the system.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; selects, develops and manages contracts for consultants and non-regular employees.

Provides leadership to district and site administrators and staff in implementing AVID and aligning AVID with other improvement efforts; serves as a resource to assist site administrators using AVID as a foundation for schoolwide restructuring efforts; provides on-site support as needed; integrates the use of technology into service delivery and communication to participating schools throughout the region.

Directs, coordinates and designs distribution of promotional literature, brochures and newsletters.

Provides technical expertise, information and assistance to the Chief Academic Officer regarding the activities and operations of the AVID program; assists in the formulation and development of policies,

procedures and programs; recommends proper organization structure for assigned programs and functions.

Plans, organizes and implements long and short-term programs and activities designed to develop the AVID program and related services.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned; chairs the Region V AVID Advisory Board; participates on assigned boards and committees; presents program overview to district and school site staffs.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the regional AVID program.
- Goals and principles of the AVID program and successful program operations and evaluation.
- Principles and practices in teaching and learning for educators, parents and students.
- Research-based principles and practices of professional development.
- Current and emerging local, State and national resources related to college readiness and success.
- Technologies supporting and facilitating staff development.
- Budget preparation and control.
- Grant development and management.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, organize, control and direct the administration and accountability of the regional AVID program.
- Develop, oversee and analyze the AVID grant and budget.
- Design and conduct effective staff development activities.
- Facilitate meetings and build consensus among diverse groups to initiate partnerships and collaborative relationships across agencies.
- Analyze student and program data.
- Identify and incorporate emerging trends into strategies for program success and expansion.
- Direct and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree in education or related field and five (5) years increasingly responsible experience as an AVID teacher or specialist at the site, district or county level.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Successful completion of the AVID District Leadership training
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office and school site environments
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations
Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials

Approved: Philip J. Gordillo 07/01/2011
Philip J. Gordillo Date
Executive Director of Human Resources