

INSTRUCTIONAL STAFF DEVELOPER
AVID (Advancement Via Individual Determination)

MAJOR FUNCTION:

To provide assistance and professional growth to teachers in implementation of the AVID program, including training and mentoring in the use of materials, WIC-R strategies, and best practices to improve student achievement.

DUTIES AND RESPONSIBILITIES:

- Maintains a professional development plan and engages in professional development activities, specifically AVID Center state/regional meetings and training events
- Visits AVID elective and other classrooms to observe instructional practice and suggest growth steps for teachers
- Models, co-teaches and mentors teachers in support of their professional development using AVID writing, collaboration, inquiry, and reading (WIC-R) strategies
- Assists teachers in evaluating and improving instructional planning processes
- Trains college tutors and new elective teachers in the AVID Tutorial method
- Recruits and places college tutors in AVID schools
- Provides opportunities for school administrators to increase their understanding of best practices
- Coordinates activities among subject area supervisors, directors and school personnel in support of best practices and AVID strategies
- Assists schools in articulation of subject area materials and program needs from grade to grade and school to school
- Ensures fidelity of instruction in all subject areas with an emphasis on the AVID elective course
- Aggregates and monitors school data to help adjust program development, implementation and improvement specifically the AVID Initial Self Study and the Certification Self Study
- Coordinates professional training for teachers and administrators including the AVID Summer Institute and local PATH trainings
- Assists schools in locating, securing, and disseminating instructional materials
- Assists teachers with required assessments and data driven decision making including the annual AVID data collection process
- Organizes and coordinates opportunities for students to visit college campuses and student recognition programs
- Performs other related duties as required

INSTRUCTIONAL STAFF DEVELOPER (AVID)

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university. Possession of (or eligible for) a valid regular Florida teaching certificate in any subject and experience teaching the AVID elective course for one or more years. Three (3) years of related professional experience.

PREFERRED:

One or more years of AVID Training including AVID Summer Institute, Write PATH training and Trainer of Trainers. Experience in conducting training and curriculum development. Sound knowledge of subject area and teaching the AVID elective and/or accelerated college level courses like Advanced Placement. Demonstrated experience in alignment of curriculum, instruction, software programs and assessment. Demonstrated expertise in training in the areas of motivation, struggling students, cooperative learning, college readiness, technology, FCAT data and best practices.

ISSUED: 12/10 RAS:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

INSTRUCTIONAL STAFF DEVELOPER (AVID)

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time	X				
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions		X			
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				

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