

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

05/16	<u>TEACHER, EFFECTIVE LEARNING –</u> <u>AVID EXCEL</u>	1.7.21.2
Effective Date	Job Title	Index

Primary Function:

Assists with the implementation and organization of AVID Excel in Salem-Keizer Middle Schools, and supports growth of AVID district-wide.

Supervised By:

Level Director(s) and/or AVID Coordinator

Essential Functions:

Partnership/Communication with AVID Center:

- E-1 Accompanies AVID Center staff on AVID coaching days.
- E-2 Coordinates communication with Program Manager regarding:
 - Technical assistance
 - AVID Summer Institute
- E-3 Communicates information about AVID Excel activities
- E-4 Participates in regional AVID Excel meetings/professional learning
- E-5 Networks via phone, email, WebEx

Professional Learning:

- E-6 Coordinates workshops for district and school staff

Coaching and Support to AVID Excel Sites (site visitations):

- E-7 Observes and coaches AVID coordinator and teachers at each site on a consistent basis
- E-8 Meets with District Excel team to establish and implement district goals

Data Collection and Research:

- E-9 Oversees the implementation of AVID Excel
- E-10 Coordinates the collection of data/evidence and uses AVID resources to monitor progress across grade levels
- E-11 Uses resources available to monitor progress and sustainability of AVID Excel

Building a Structure of Support:

- E-12 Supports AVID Excel site events, end-of-year recognition events and transitional events
- E-13 Facilitates districtwide AVID Excel events (e.g. AVID Excel student writing contest, AVID Excel student conference, AVID Excel family conference)
- E-14 Facilitates AVID Excel Summer Bridge program

Outreach:

- E-15 Provides AVID Excel information sessions. Helps with community-wide publicity
- E-16 Assists as needed with outreach to college campuses

District-Wide Avid and AVID Excel Support:

- E-17 Assists District Coordinator with implementation of District-wide AVID
- E-18 Follows specified standards, policies, and procedures of the District

Additional Functions

A-01 Performs other duties as assigned.

Minimum Qualifications:

Certification, Licensure and Experience:

- a. Oregon Teaching License valid for the assignment
- b. 3 to 5 years of verified successful teaching experience and exceptional leadership skills

Demonstrated Ability to:

- c. Successfully collaborate with and motivate peers.
- d. Communicate clearly with students, teachers, administrators, parents and the community

Additional Qualifications:

- e. Master's degree or equivalent training and experience preferred
- f. ESOL endorsement preferred
- g. Current and valid Oregon Driver's License
- h. Team player
- i. Appropriate authorization level for coaching assignment
- j. Ability to interpret, synthesize data on student performance
- k. Strong organizational skills
- l. Maintains commitments to others
- m. Skills in assessment for learning
- n. Strong written and oral communication skills

Work Environment

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

Physical Requirements

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and materials, and lifting light objects.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Intermittent bending, twisting, squatting kneeling, crawling, climbing stairs, reaching. On feet throughout the day. Work effectively in an environment which can be both physically and emotionally fatiguing.

Minimum Term of Employment:

Dependent on the employee's status and the terms of the current licensed employee collective bargaining agreement.

Salary Level:

Placement on the current Salem-Keizer Public Schools licensed employee salary schedule.

Evaluation:

Performance of this position will be evaluated according to the District's process for evaluation of licensed personnel.

I am willing and able to perform the duties of this position as described in this job description:

Signature: _____

Date _____

Print Name: _____