

BASIC FUNCTION:

Under the direction of the Director I-Regional AVID, provides technical to support teachers, counselors, administrators, schools and districts in the implementation and refinement of their AVID program through on-site coaching, resource development, technical assistance and professional development.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provides technical support to teachers, counselors, administrators, schools and districts in the implementation and refinement of their AVID program; reviews schools' progress in implementing the AVID program essentials; facilitates certification meetings, identifies areas of

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

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

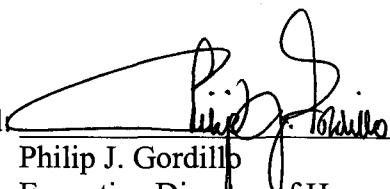
Driving a vehicle to conduct work at multiple school and district settings

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. Gordill
Executive Director of Human Resources

7/01/2011
Date