

TITLE:**SPECIALIST - SECONDARY**
College Readiness/AVID**FLSA: EXEMPT****QUALIFICATIONS:**

1. Master's Degree or higher from an accredited educational institution with evidence of extensive curriculum development experiences.
2. Certified by the State of Florida in the appropriate area and at the appropriate instructional level.
3. Five (5) years of teaching experience, three (3) years in Sumter County at the appropriate or assigned level and area.
4. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Director of Secondary Education (6-12)**JOB GOAL:** Coordinate programs, resources and reporting for AVID and Advanced Placement**PERFORMANCE RESPONSIBILITIES:*****Essential Performance Responsibilities**

- * 1. Assist the Director of Secondary Education in planning, developing, implementing, coordinating, supervising, and evaluating of selected programs.
- * 2. Assist with development, coordination, monitoring and evaluation of the College Readiness Program, advanced course work and virtual course offerings.
- * 3. Coordinate, recruit and select students for the College Readiness Program, advanced course work and virtual course offerings.
- * 4. Assist schools with scheduling, registration of students, arrangement of correspondence courses, summer school, summer opportunities, and college planning.
- * 5. Assist principals in interviewing College Readiness and Advanced Placement teachers.
- * 6. Assist with the coordination of meetings, professional development opportunities, and other related College Readiness or Advanced Placement events and activities.
- * 7. Complete annual College Readiness teacher certifications and maintain required credentials.
- * 8. Collect data for the national AVID center.
- * 9. Meet with and work with College Readiness and Advanced Placement students and families on a regular basis to discuss concerns and monitor student progress.
- * 10. Supervise College Readiness Programs and Advanced Placement tutor recruitment, training and payroll.
- * 11. Assist with College Readiness and Advanced Placement program budgets
- * 12. Collect and disseminate information and data from College Readiness Programs, AP Virtual Course offerings, and Advanced Placement programs.
- * 13. Assist in the selection, implementation, distribution, monitoring, and evaluation of instructional materials relative to selected curriculum subject area.
- * 14. Coordinate and facilitate curriculum mapping for the district.
- * 15. Serve as program consultant to school personnel with assistance in the identification of all program needs and the selection of appropriate materials and equipment.
- * 16. Maintain a close working relationship with district and school administrators to ensure information exchange, coordination of efforts, and general support.
- * 17. Prepare all required reports and maintain all appropriate records.
- * 18. Monitor assessment data and take steps to promote student achievement in areas needing improvement.
- * 19. Assist with public relations activities and community events.
- 20. To perform such duties as may be assigned by the Supervisor or Director.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.