



## ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID) - TOSA

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### Position Summary

The Advancement Via Individual Determination (AVID) TOSA works with teachers and administrators to implement AVID principles district wide by coaching classroom teachers, training and supervising AVID tutors and by planning professional development in small and large groups. The AVID TOSA also works with the College and Career Administrator to plan and organize all elements of the district's AVID program.

### Supervisory Relationship

This position reports to an administrator in the Instruction Department.

### Essential Functions

1. Assist in the development and implementation of professional development plans for AVID elective and general education teachers across the district's schools.
2. Conduct peer observations and provide coaching to AVID elective teachers.
3. Work with classified support and administrative staff to plan AVID events including but not limited to annual Summer Institutes.
4. Assist in the completion of each school's annual reporting to AVID.
5. Assist in planning for and conducting annual college campus visits for the high school AVID programs.
6. Serve as a source of support for movement towards school and district wide AVID programs in the district.

### Required Knowledge, Skills and Abilities

1. Ability to communicate effectively orally and in writing.
2. Strong knowledge of instruction and assessment for elementary science, including the ability to analyze data from multiple sources.
3. Strong knowledge of the AVID program.
4. Experience implementing WICOR strategies in classroom settings.
5. Experience helping teaching colleagues implement WICOR strategies in their classroom/department settings.
6. Strong organizational skills.

### Minimum Qualifications

#### Education

- Master's degree preferred.
- Valid Oregon Teaching license required.
- Evidence of multi-cultural experience and cultural competency; and

Experience

- Experience working with students and teachers in the AVID program.
- Prior attendance at AVID Summer Institutes strongly preferred.
- Experience with leading students and tutors through AVIS tutorials.
- Experience leading professional development, including integration of WICOR strategies in classrooms.
- Demonstrated success with culturally responsive teaching practices.
- Demonstrated experience engaging families in teaching and learning routines.

**Work Environment**

Duties are performed in an office environment, training environment, and in schools.

ADDITIONAL INFORMATION	
<b>Employee Unit</b>	Eugene Education Association
<b>Pay Grade</b>	Licensed Salary Schedule
<b>Approved by</b>	Cydney Vandercar, Asst. Superintendent for Administrative Svcs.
<b>Last revised</b>	June 24, 2019

**Employee Statement**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

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Employee Name (Print)

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Date

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Employee Signature

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Date