



AVID District Director

Draft Job Description June, 2025

Position Summary

Provides coordination for the AVID E-12 College and Career Readiness System. An AVID District Director is an influential member of the district with leadership capabilities and responsibilities who is a visionary of college/career readiness for all students, can navigate district systems, understand district goals and initiatives, and align and leverage systems with AVID.

Reporting Relationship

Report to the Associate Superintendent

Responsibilities

Supervise, provide leadership, coordination, and support for school wide AVID and district wide AVID.

Supports AVID Instructional Leadership/Administration, AVID Coordinators, AVID Site Leads, and teacher teams at each site on a consistent basis toward their AVID site goals

Coordinates the development and formation of a District AVID team, composed of Key Decision Makers, Key Implementers, and key instructional leaders from each level of the AVID College and Career Readiness System

Maintain and supports a college- and career-ready environment at district and site levels

Works with college/university staff to develop partnerships

Integrates and synthesizes district and site goals with WICOR

Provides feedback to building administrators and OEE on the implementation of WICOR in elementary and secondary schools.

Monitor all district wide AVID budgets.

Oversees the implementation and certification process

Serves as the conduit for vertical alignment of curriculum and AVID culture throughout K–12

Works collaboratively with teachers, and administration to develop efficient and effective practices to enhance the implementation of AVID.

In collaboration with the Office of Educational Equity, provides training, coaching and support to district and school staff.

Coordinates training for AVID tutors

Supports sites to determine what AVID professional learning is needed and who should attend according to history, data, and site/district goals

Develops knowledge of the ever-changing postsecondary requirements, funding, and other opportunities to share with district and site leaders

Assists principals with the hiring process for AVID Coordinators and Site Leads

Engages in the Continuous Improvement Cycle through planning, executing, and data analysis

Establishes a culture of shared leadership and ownership of the Continuous Improvement Cycle toward college and career readiness for all students

Knowledge, Skills and Abilities

Considerable knowledge of the AVID College and Career Readiness System.

Considerable knowledge of K-12 curriculum and instructional strategies.

Considerable knowledge of administering budgets.

Considerable knowledge of curricular issues at the local, state and national level.

Strong communication skills, both oral and written.

Considerable ability to interact with administrators, teachers, paraprofessionals, school board, parents and members of the community.

Considerable ability to develop successful work relationships with school personnel, parents and students.

Considerable ability to administer a complex program effectively.

Minimum Qualifications

Valid K-12 License as issued by the Minnesota Department of Education. Minimum 3 years of AVID leadership experience (AVID Coordinator, AVID District Director).