

**SUN PRAIRIE AREA SCHOOL DISTRICT**  
SUN PRAIRIE, WISCONSIN 53590

Job Description

JOB TITLE: **Elective AVID Teacher**

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DEPARTMENT: Teaching Learning and Equity

LOCATION: District Wide

PREPARED BY: Director of Human Resources

DATE: September 24, 2018

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**SUMMARY:**

The AVID elective teacher voluntarily supports the mission of AVID and participates in the AVID elective program.

**ESSENTIAL RESPONSIBILITIES** include the following: *Other duties may be assigned.*

1. Shares in the same expectations for individual determination that we have for prospective AVID students.
2. Enjoys collaborative problem solving with their colleagues.
3. Has effective classroom management & organizational skills.
4. Serves as a student advocate and is a proponent of equitable access to rigorous curriculum and programs.
5. Provides social and academic support for their students.
6. Commits to personal and professional growth.
7. Spends extra time outside of classroom setting to ensure the success of the AVID program.
8. Has or is willing to develop leadership roles on campus.
9. Develops a mentoring relationship with AVID students.
10. Promotes the AVID strategies and methodologies across grade levels, content areas and school wide.
11. Implementation of the AVID Curriculum.
12. On-going monitoring of AVID students' progress.
13. Training, coaching and debriefing tutorial process with tutors and students.
14. Participation in all AVID elective teacher and Site Team meetings.
15. Assistance with and participation in AVID functions (e.g. parent meetings, AVID fieldtrips, tutor recruitment and staff development).
16. Sets high expectations for student achievement and monitors student's progress
17. Is a well-respected instructional leader and has at least 3-5 years teaching experience
18. Promotes the use of the WICOR strategies by all AVID students
19. Helps train tutors using the AVID tutor training materials
20. Advocates for AVID students, especially with challenges of access and equity
21. Oversees the Certification and Data Collection processes

22. Ensures the Site Team is engaged in Certification, Data Collection and the promotion of school wide use of WICOR

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to eligible individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

Bachelor's Degree in Education or a core subject area with course work that leads to licensure in content area at appropriate age level.

**COMMUNICATION AND LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of students, staff, parents, administrators, school board, and community.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**OTHER SKILLS AND ABILITIES:**

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on building and district goals and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers, parents, administrators, and community. Ability to communicate clearly and concisely.

**ANALYTICAL AND REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw conclusions. Ability to interpret an extensive variety of technical instructions in mathematical and diagram form and deal with several abstract and concrete variables.

**TEMPERAMENTS:**

Ability to direct others, deal with people, and influence people in their opinions, attitudes, and judgments. Ability to perform a variety of duties. Ability to work with people who express conflicting opinions. Ability to solve problems, make judgments, and reach conclusions.

**PHYSICAL ATTRIBUTES:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Must be able to sit or stand for prolonged periods, up to 6 hours in an eight-hour day, with or without back support. Must be able to perform light physical work, frequently lifting up to 10 pounds and occasionally lifting up to 30 pounds without assistance in an indoor setting.

Must be able to move throughout the building and from building to building. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment such as fax machine, scanner, etc. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm. Must have the ability to maintain concentration and focus on tasks requiring timelines and accuracy.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually loud.

**CERTIFICATES, LICENSES:**

Must possess and maintain or be eligible to hold a current Wisconsin Department of Public Instruction license at the level and the content they are teaching. AVID elective teacher training certification/AVID site coordinator training, or willingness to obtain.

**PHYSICAL REQUIREMENTS:**

Shall complete a physical examination as required by Wisconsin Statute 118.25.