

# BALTIMORE COUNTY PUBLIC SCHOOLS

## Extra Duty Activity (EDA)

<b>Name of EDA:</b>	Advancement Via Individual Determination (AVID)
<b>School Level:</b>	Middle and High

**Description of Activity:** AVID is designed to meet the educational and social needs of students in the “middle” – students who, with support, have the potential to succeed in a rigorous course of study and go on to attend and graduate from a four-year college or university. AVID is not a remedial program for failing students, nor is it a program for gifted students who are underperforming. Through AVID, students – often from those groups most underrepresented on postsecondary campuses – are prepared to meet four year college entrance requirements by mastering college preparatory curricula. Students in the program commit themselves to improvement and preparation for college. AVID offers a rigorous program of instruction in academic “survival skills” and college entry level skills. The AVID program teaches students how to study, read for content, take notes, and manage time. Students participate in collaborative study groups or tutorials led by tutors who use skillful questioning to bring students to a higher level of understanding.

Under the direction of the principal, the AVID Coordinator is responsible for the AVID program within his/her school. The AVID Coordinator: oversees/leads the AVID site team; maintains frequent communication among parents, students, content area teachers, and guidance and department chairs regarding the AVID program; serves as the program’s liaison with the BCPS AVID district coordinator to ensure that national and local AVID standards are met; serves as the school’s AVID instructional leader; involves parents in the AVID program; initiates and expands contacts with colleges and universities; organizes field trips to colleges and universities and places of historical, educational, and cultural interest; provides professional development training to school faculty/staff to promote school-wide implementation of AVID; and performs other duties as necessary to implement the AVID program.

The AVID Coordinator must possess a minimum of a Bachelor’s degree, should be a tenured, highly-qualified teaching professional, and should hold a valid MSDE teaching certificate. The Coordinator must attend the AVID Summer Institute and demonstrate successful teaching experience at the middle school or secondary level. The AVID Coordinator should be detailed oriented, organized, and possess strong written, oral and human relations skills.

**Link to the Blueprint for Progress:** The AVID program supports the *Blueprint for Progress* by supporting the system’s mission to provide a quality education for all students. The AVID Coordinator assists in meeting the *Blueprint’s* Performance Goals 1, 5, 6, 7, and 8 by implementing and overseeing instructional strategies that foster student achievement.

*Examples of Specific Duties of this EDA Sponsor*

*Estimated Hours*

Planning and Preparation -

50 – 70

- Coordinates school-wide AVID program implementation
- Leads and plans for monthly site team meetings
- Acts as the program’s liaison with the principal/administrative staff, counselors, department chairs, and elective/content teachers
- Writes reports
- Inputs data as required by the National AVID Center
- Analyzes and monitors student data and progress
- Maintains documentation for AVID certification
- Establishes rapport with tutors grounded in mutual respect and trust
- Coordinates middle school recruitment
- Initiates and expands connections with colleges and universities
- Creates advertising material to promote AVID
- Maintains budget/deposits
- Advises students
- Attends and holds monthly team meetings with team and district coordinator
- Plans and presents parent night AVID informational sessions
- Communicates in various forms (email, website, phone calls, newsletters, and conferences) with AVID stakeholders
- Fosters community relations
- Aligns Articulated Instructional Module (AIM) with *Blueprint for Progress*

Typical Class Activities, Events and Fundraisers

100 – 120

- Trains and supervises AVID tutors
- Serves as instructional leader sharing AVID methodologies and strategies
- Manages the program, other AVID elective teachers, tutors, and AVID students
- Facilitates requests from other teachers to model AVID teaching techniques
- Assists teachers who request help in working with problems presented to AVID students
- Manages the tutorial corps
- Demonstrates effective classroom management and discipline
- Organizes field trips to colleges/universities and places of historical, cultural, educational, and professional interest for all AVID elective classes
- Arranges for speakers from local colleges/universities and businesses
- Facilitates activities such as:
  - Parent night
  - Student recognition/awards
  - AVID induction
  - Middle school recruitment night
  - Other AVID socials

- Implements and uses various strategies:
  - Philosophical chairs
  - Socratic seminar
  - Cornell notes
  - Tutorials

Other EDA Duties

80 – 100

- Communicates with parents regarding AVID program and student progress
- Orders and purchases supplies
- Becomes involved with student retention efforts
- Arranges logistics for awards/incentives
- Coordinates fundraisers
- Participates with other school teams (SIT, Leadership, etc.)
- Performs several duties during the summer
  - Travels to AVID summer institute for summer orientation
  - Recruits, interviews, trains, and debriefs administrative team
  - Plans curriculum for certification, distinction, and demonstration

**Estimated Annual Hours that a Teacher Might Spend to Sponsor this EDA: 230+**

**Minimum Number of Students Required:** 25 per class

**Average Student Contact Hours per Week:** Number will vary based upon the number of participants in the AVID program.

**Annual Compensation**

AVID is a Level III and Level IV activity. AVID Coordinators are compensated based upon the number of teachers being supervised: Level III, 1 – 3 teachers; Level IV, more than 3 teachers.