

EMPLOYEE NAME: _____

Revised: 3/06; 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Teacher, AVID/PATH	JOB CODE: 106, 107, 108, 113
DIVISION: Leadership	SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership	WORK DAYS: 188
REPORTS TO: Principal	PAY GRADE: CIT (4, 5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To support the AVID philosophy of preparing students in the academic middle for four-year college eligibility and to continue the proven track record in bringing out the best in students, and in closing the achievement gap.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Teaching Certification
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; excellent planning and organizational skills, proficient in the use of instructional strategies that connect the curriculum to the learners, and exemplary classroom/student management skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides appropriate academic support to students.
3.	Provides opportunities for guest speakers and field trips related to college and career opportunities.
4.	Complies and generates reports as necessary for department leadership relating to AVID projects.
5.	Maintains excellent relations with community partners and local college representatives to ensure an effective AVID program.
6.	Prepares and processes purchase orders as needed.
7.	Maintains prompt and professional communication with parents.
8.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____