



THE METROPOLITAN SCHOOL DISTRICT OF

# WARREN TOWNSHIP

**JOB TITLE:** AVID Teacher

**FLSA CLASSIFICATION:** Exempt (Professional), salaried employee

**WORK DAYS:** 184 days (does not include holidays)

**STANDARD HOURS PER DAY:** 7 hours per day

**WORK YEAR:** The work year for the AVID Teacher is set annually in a school calendar adopted by the Board of Education. AVID Teachers work in schools that operate on one calendar; a balanced school year calendar.

**SALARY SCHEDULE & BENEFITS:** The AVID Teacher is paid on the “Teachers” salary schedule, and is eligible for benefits on the “AVID Teachers” benefits schedule. Starting salary \$50,500 (BS)/\$51,500 (MS) with 0 years of experience.

**REPORTS TO:** The AVID Teacher reports to the building Principal and/or other building administrators.

**SUPERVISES:** The AVID Teacher supervises the AVID tutors who may be assigned to the AVID Teacher’s classroom for that given period of time.

**GENERAL SUMMARY:** The AVID Teacher is a skilled educator grounded in relationships. AVID, Advancement Via Individual Determination, is an academic acceleration program that aims to prepare students in the intermediate/middle school for colleges and careers. The AVID curriculum features writing, inquiry, collaboration, organization, reading, note-taking, and study skills. AVID elective students also enroll in at least one rigorous course including honors or AP, the AVID elective teacher is responsible for supporting students’ academic success across content areas

## ESSENTIAL FUNCTIONS:

1. Establishes trust and positive relationships with students cultivating a sense of safety and well-being.
2. Establishes and effectively communicates rigorous and relevant instructional outcomes.
3. Develops and implements engaging lesson plans aligned with AVID curriculum and strategies, guiding students through the learning process to achieve curriculum goals. Establishes clear objectives for all instructional units, projects, and lessons, effectively communicating these goals to students while fostering a structured and supportive learning environment.
4. Collaborates with stakeholders—including AVID students, parents, administrators, and teachers—to develop and sustain an AVID program that:
  - a. Fosters a college-going culture.
  - b. Establishes and maintains open communication with students and families to support academic achievement and positive behavioral growth.
  - c. Advocates for AVID students’ access to and success in rigorous courses.
5. Consistently utilizes student performance data to inform instruction through routine assessments, feedback, and monitoring progress and assignments.
6. Works effectively and collaboratively with diverse student, staff and community populations.
  - a. Is responsive to feedback from colleagues and administrators and is able to apply feedback to improve skills and services to all students.
  - b. Works cooperatively with team members to accomplish mutually agreed upon goals.
7. Maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
8. Gives clear directions and makes sure students understand what to do before undertaking assignments.
9. Uses a grading system that is consistent, fair, and supportable.
10. Follows the correct protocol for managing the selection, requisition, and proper allocation of supplies, books, and equipment through appropriate school channels, ensuring their effective use, maintenance, and storage while keeping accurate and up-to-date inventory records.
11. Supervises students in out-of-classroom activities as assigned.
12. Utilizes effective, proactive behavioral management skills in all school settings, through CORE.
13. Designs coherent instruction that is effectively sequenced and cognitively appropriate to all students.

14. Designs instruction, monitors and provides feedback to Instructional Assistants and/or AVID Tutors and is available for problem solving relating to classroom instruction.
15. Strives to improve professional competence through an ongoing program of professional reading, attendance at workshops, seminars, conferences, classes, and other professional development activities.
16. Maintains accurate, complete, and confidential records as required by law, district policy and administrative regulations.
17. Due to (a) the nature and scope of the essential functions, (b) the importance of personal interactions between this position, employees, students, and other members of the public, and (c) the availability of job-related tools, equipment and resources at work, performance of the essential functions requires regular, consistent, on-site attendance while working independently and with others.
18. Follows and maintains knowledge of all District policies and procedures.
19. Other duties may be assigned as needed. As student needs evolve the day to day essential functions may vary.

**NON-ESSENTIAL FUNCTIONS:**

1. Shares, with other Teachers and school staff, the responsibility for monitoring halls, study areas, and the lunchroom;
2. Performs related duties, such as sponsoring a student club or organization, coaching a team, or supervising after school activities;
3. Performs other duties as assigned by the building Principal.

**EDUCATION, EXPERIENCE AND CERTIFICATION/LICENSURE:** (Minimum Qualifications)

1. Bachelor's Degree aligned position.
2. Valid Indiana Teacher's License.
3. Deep knowledge of reading, writing, literacy and/or mathematics.

**PREFERRED QUALIFICATIONS:**

1. Masters of Arts in Teaching.
2. Masters Degree aligned position.
3. Experience in research-based instructional practices that will effectively and efficiently support learning.
4. Strong relationships with teacher colleagues.
5. Demonstrated they use data to inform instruction.

**SPECIFIC JOB ABILITY:**

1. Ability to make appropriate use of technology, such as computers, calculators, manipulatives and films, etc.
2. Ability to use subject area terminology and academic language.
3. Ability to develop concepts by moving from concrete to abstract.
4. Ability to work positively and cooperatively with others.
5. Ability to communicate fluently in both written and verbal forms of communication.
6. Knowledge of and experience with effective instruction and assessment.
7. Ability to work well with others from diverse backgrounds.
8. Ability to effectively utilize Google Suite Apps.

**PHYSICAL REQUIREMENTS:** The duties and responsibilities of the AVID Teacher primarily involve talking to, listening to, and interacting with students. Physical movement throughout the school building and classroom to personally engage with students and staff is very important.

This job typically involves some combination of walking, standing and sitting, and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). However, this job does not require heavy lifting or other physical abilities often associated with manual labor.

Proficient use of technology is important in order to effectively provide instruction and communicate with families in order to effectively accomplish job responsibilities.

**SENSORY REQUIREMENTS:** The ability to communicate verbally in person/virtually, is very important. The ability to present instructional lessons and to explain ideas in ways that are readily and fully

understood by students is very important. Monitoring student behavior may require visual and/or auditory perception and discrimination.

**ENVIRONMENTAL FACTORS:** Tasks are regularly performed without significant exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.

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