

AVID District Director Months at a Glance (K-12)

Ongoing – Implementing AVID	Ongoing – Enriching AVID
<p>K-12</p> <ul style="list-style-type: none"> ☐ Encourage SI participants to interact with SI E-Learning. ☐ Remind coordinators, AVID elective teachers and content teachers to view On Demand Modules and use other E-Learning resources. ☐ Attend DD WebEx sessions and workshops, as scheduled. Calendar these for the year. Check Divisional folders in MyAVID for information. ☐ Encourage Site Teams to meet monthly using the Certification Resources and Site Team Plans as their guide for discussions. ☐ Have sites gather documentation to support Secondary ISS/CSS and/or Elementary ISS/CSS. ☐ Remind sites to access and integrate AVID Weekly and/or AVID Elementary Weekly articles and integrate lessons into their instruction. ☐ Schedule and conduct ongoing school visits to further the Site Team goals and district goals for AVID. <p>Secondary</p> <ul style="list-style-type: none"> ☐ Verify that sites are scheduling guest speakers for the AVID Elective. ☐ Ensure vertical alignment of AVID Elective standards and Weeks at a Glance for all grades. ☐ Monitor tutor performance. 	<p>K-12</p> <ul style="list-style-type: none"> ☐ Encourage SI participants to interact with SI E-Learning. ☐ Encourage use of the Discussion Forum on MyAVID. ☐ Facilitate and help sites conduct site-based professional learning, using AVID professional learning workshops as appropriate. ☐ Attend DD monthly calls and/or Live Chats as scheduled. ☐ Interact with DDs in your area, region, and/or division. ☐ Attend Grade Level Team and Site Team meetings as schedule permits. ☐ Encourage Site Teams to meet consistently (monthly, quarterly), using the CSS (Elementary / Secondary) resource as their guide for discussion. ☐ Have sites gather documentation to support ISS/CSS. ☐ Help arrange and facilitate regular district feeder pattern meetings. ☐ Remind sites to access and integrate AVID Weekly and/or AVID Elementary Weekly articles and integrate lessons into their instruction. <p>Secondary</p> <ul style="list-style-type: none"> ☐ Encourage sites to collect and analyze student data (i.e., GPA, Number of AP®/IB®/Dual Enrollment courses taken, etc.).
August – Implementing AVID	August – Enriching AVID
<p>K-12</p> <ul style="list-style-type: none"> ☐ Calendar all AVID Center Due Dates for Secondary Certification and Data and Elementary Certification and Data; set district due dates in accordance. ☐ Have each principal or coordinator confirm MyAVID accounts for Site Team members. ☐ Assign roles in MyAVID for added support. ☐ Verify that new sites have received AVID Library and AVID Weekly and/or AVID Elementary Weekly logins. ☐ Confirm number of AVID Sections and Enrollment information are accurate. Gather AVID Class schedules for each site. ☐ Obtain Site Team meeting schedules from sites; add to your calendar. ☐ Work with your program manager and/or state director to calendar dates for fall/spring site visits (if applicable). ☐ Year 1 DDs: register and arrange travel for fall AVID District Leadership (ADL). <p>Secondary</p> <ul style="list-style-type: none"> ☐ Work with schools to recruit, hire, train, and place AVID tutors. ☐ Determine how you will train AVID Elective Teachers who did not attend Summer Institute. 	<p>K-12</p> <ul style="list-style-type: none"> ☐ Have each site schedule AVID back-to-school Family Workshops and/or parent meetings. ☐ Conduct site visits focusing on WICOR strategies. ☐ Offer to be a guest speaker in implementing classes. ☐ Meet with district data team to determine support plan for data collection – Secondary and/or Elementary. ☐ Update district AVID communication tools such as website and newsletters. ☐ Set classroom observation schedule to observe trained teachers.

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September – Implementing AVID	September – Enriching AVID
<p>K-12</p> <ul style="list-style-type: none"> □ Ensure that teachers have administered student-level pre-assessments. ▣ Collect Site Team Plans from each school; review and submit to your Program Manager or State Director as appropriate. ▣ Ensure that AVID Coordinators and Teachers are registered for, and attending, area workshops. Check Divisional folders in MyAVID for information. ▣ Update your AVID DD Plan; submit to your Program Manager or State Director. ▣ Collect Site Team Plans; review and submit to Division staff as appropriate. <p>Secondary</p> <ul style="list-style-type: none"> ▣ Provide Tutor Training for new tutors; provide continuing education for returning tutors. ▣ Update AVID Elective teachers on Tutorial process and non-negotiables. 	<p>K-12</p> <ul style="list-style-type: none"> □ Have each site schedule AVID informational parent meetings. ▣ Contact other DDs in area to schedule meetings. Set meetings and hosting locations. □ Conduct site visits focusing on WICOR strategies. ▣ Make arrangements to attend DD Workshops as scheduled. □ Collect Site Team Plans; review and submit to your Program Manager or State Director as appropriate. □ Arrange and facilitate district feeder pattern meeting. <p>Secondary</p> <ul style="list-style-type: none"> □ Support sites in encouraging College Night attendance. ▣ Encourage sites to begin planning college and other field trips. <p>Elementary</p> <ul style="list-style-type: none"> □ Collect pre-assessment spreadsheet and assist sites with disaggregating data and utilizing results to inform refinement of their goals. □ Calendar monthly meetings with site principals. □ Determine baseline data that AVID Elementary is expected to impact for each site (attendance, behavior, academics, teacher performance, etc.).
October – Implementing AVID	October – Enriching AVID
<p>K-12</p> <ul style="list-style-type: none"> □ View Informational videos on MyAVID with explanations on the Certification and Data Collection processes under the “Help Toolbox” icon in each section. ▣ Conduct Pre-Certification/ISS Visits at each site. ▣ Determine course of action to support sites with the Elementary and Secondary ISS process. □ Review and become familiar with the resources under Data Collection, Help Toolbox for the data collection(s) you oversee. There are Entry resources for schools and Approval resources for DDs. □ Review and become familiar with the resources under Certification, Help Toolbox for the Certification(s) you oversee. There are Entry resources for schools and Approval resources for DDs. 	<p>K-12</p> <ul style="list-style-type: none"> ▣ Attend DD meetings as scheduled. ▣ Attend Site Team meetings as schedule permits. □ Ensure that new principals and AVID Site Team members receive appropriate professional learning. □ Develop community partnerships to support AVID. ▣ Discuss the upcoming AVID Student Speaker Application process. □ Identify local media sources to feature AVID success stories in the news and make contact with them. □ Conduct monthly classroom visits focusing on WICOR strategies. <p>Secondary</p> <ul style="list-style-type: none"> □ Encourage sites to complete documentation for Essentials 1-3. □ Conduct AVID Elective classroom visits.
November – Implementing AVID	November – Enriching AVID
<p>K-12</p> <ul style="list-style-type: none"> □ Ensure that Site Principals and/or Coordinators submit Elementary and/or Secondary ISS to DD. □ Identify new sites interested in implementing AVID next year; schedule informational sessions as needed. □ Begin data collection for Site Data and/or General Data. □ Attend a showcase with key people in the district. 	<p>K-12</p> <ul style="list-style-type: none"> □ Schedule Board Presentation to highlight success. □ Encourage targeted people to apply as SI staff developers. □ Review ISS results; help sites determine course of action. □ Begin the AVID Student Speaker Application process. □ Encourage teachers/administrators to apply as SI staff developers.

AVID District Director Months at a Glance (K-12)

November – Enriching AVID (continued)	
	<p>Secondary</p> <ul style="list-style-type: none"> □ Encourage teachers to have AVID Seniors begin Dell Scholarship application.
December – Implementing AVID	December – Enriching AVID
<p>K-12</p> <ul style="list-style-type: none"> □ Year 1 DDs: Register and arrange travel for spring AVID District Leadership (ADL). □ Review and submit ISS for each site. □ Verify progress with General Data and CSS Work with your Program Manager to calendar dates for spring site visits (if applicable). □ Educate Site Team and feeder schools about AVID Student Selection. 	<p>K-12</p> <ul style="list-style-type: none"> □ Begin student recruitment efforts for next school year. □ Start budget development process. □ Provide informational sessions for sites interested in implementing AVID. □ Help sites work with principals to implement faculty professional learning, □ Complete the AVID Student Speaker Application process. □ Conduct monthly classroom visits focusing on WICOR strategies. <p>Secondary</p> <ul style="list-style-type: none"> □ Schedule Spring Tutor Training. <p>Elementary</p> <ul style="list-style-type: none"> □ Work with feeder schools on AVID Elective student selection.
January – Implementing AVID	January – Enriching AVID
<p>K-12</p> <ul style="list-style-type: none"> □ Use completed ISS and district/site goals to determine who should attend SI. □ Ensure that sites have begun entering Site Level Data and General Data. □ Begin AVID contract request for following year. <p>Secondary</p> <ul style="list-style-type: none"> □ Conduct Spring Tutor Training; hire new tutors as needed. □ Help sites determine student recruitment plan and initiate process. □ Monitor FAFSA completions for AVID Seniors. <p>Elementary</p> <ul style="list-style-type: none"> □ Ensure that teachers have administered student-level mid-year assessments. 	<p>K-12</p> <ul style="list-style-type: none"> □ Have AVID Elective teachers register for offered spring area workshops. □ Have sites revise Site Team Plans as appropriate. □ Help sites determine Summer Institute attendees based on the CSS. □ Encourage Site Teams to review site-based data to further refine AVID. <p>Secondary</p> <ul style="list-style-type: none"> □ Conduct Spring Tutor Training; hire new tutors as needed. □ Help sites determine student recruitment plan and initiate process. □ Monitor FAFSA completions for AVID Seniors. <p>Elementary</p> <ul style="list-style-type: none"> □ Collect mid-year assessment spreadsheet and assist sites with disaggregating data and utilizing to inform refinement of their goals.
February – Implementing AVID	February – Enriching AVID
<p>K-12</p> <ul style="list-style-type: none"> □ Monitor progress all AVID sites submit Site Level Data and/or General Data to DD. □ Schedule pre-Certification visit at each site. □ Register attendees for SI; begin travel arrangements. □ Confirm implementation (Secondary and Elementary) plans with potential new sites. □ Continue AVID contract process. □ Have sites set plans for AVID Site Team Plan completion in spring. 	<p>K-12</p> <ul style="list-style-type: none"> □ Ensure that Site Teams assist with CSS and collection of documentation. □ Coach sites as needed to ensure that Certification is achieved. □ Assist sites in scheduling Parent Nights and Site Team student recruitment. □ Register attendees for SI; begin travel arrangements.

AVID District Director Months at a Glance (K–12)

February – Implementing AVID <i>(continued)</i>	February – Enriching AVID <i>(continued)</i>
<p>Secondary</p> <ul style="list-style-type: none"> □ Verify that Juniors and Seniors are on track to take SAT® or ACT®. <p>Elementary</p> <ul style="list-style-type: none"> □ Complete data review of student-level mid-year assessments with sites. 	<p>Secondary</p> <ul style="list-style-type: none"> □ Have Site Teams conduct schedule checks for all current AVID students to check enrolled courses for next year. □ Help sites initiate and/ or complete student selection for next school year. □ Verify that Juniors and Seniors are on track to take SAT® or ACT®. <p>Elementary</p> <ul style="list-style-type: none"> □ Complete data review of student-level mid-year assessments with sites. □ Assist sites in scheduling Family Workshops.
March – Implementing AVID	March – Enriching AVID
<p>K–12</p> <ul style="list-style-type: none"> □ Conduct Certification meetings with each site. □ Review submitted data to determine course of action for support to sites. <p>Secondary</p> <ul style="list-style-type: none"> □ Monitor progress with Senior Data collection. □ Monitor progress with Senior college application progress. □ Work with Site Administration to ensure that AVID students have access to rigorous courses within the master schedule. 	<p>K–12</p> <ul style="list-style-type: none"> □ Schedule Board Presentation to celebrate AVID successes. □ Meet with Site Coordinators and/or DDs in your area to discuss celebration events, planning, etc. <p>Secondary</p> <ul style="list-style-type: none"> □ Start planning senior celebration activities. □ Monitor progress with Senior Data collection. □ Monitor progress with senior college application progress. □ Work with Site Administration to ensure AVID students have access to rigorous courses within the master schedule.
April – Implementing AVID	April – Enriching AVID
<p>K–12</p> <ul style="list-style-type: none"> □ Discuss staff changes and related plans for training and implementation. □ Identify potential new AVID Teachers and Coordinators. □ Discuss staff changes and related plans. □ Confirm that SI attendees are registered for correct strands and update TBAs. □ Review Summer Institute resources, including Site Team materials. 	<p>K–12</p> <ul style="list-style-type: none"> □ Determine your plan for supporting Site Teams in beginning their Site Team planning. □ Attend AVID family meetings/orientations at sites.
May – Implementing AVID	May – Enriching AVID
<p>K–12</p> <ul style="list-style-type: none"> □ Begin, submit, and validate CSS (Secondary and Elementary) for each site. □ Submit Site Level Data and General Data to AVID Center. □ Review and submit CSS for each site; have Site Coordinator make corrections before submitting to AVID Center. □ Finalize AVID contract and submit to your Division office. <p><i>(continues on next page)</i></p>	<p>K–12</p> <ul style="list-style-type: none"> □ Assist sites in planning end-of-year celebrations. Invite key support. □ Assist sites in scheduling AVID informational parent meetings at each site for the following school year. □ Update AVID DD Plan. □ Facilitate Site Team Pre-Planning for Summer Institute.

AVID District Director Months at a Glance (K-12)

May – Implementing AVID <i>(continued)</i>	May – Enriching AVID <i>(continued)</i>
<p>K-12 <i>(continued)</i></p> <ul style="list-style-type: none"> □ Finalize arrangements for Summer Institute travel and attendance. □ Remind Summer Institute participants to complete their Launches. □ Ensure that each established site has developed a first draft of the Site Team Plan. New sites will complete at SI. <p>Secondary</p> <ul style="list-style-type: none"> □ Check to make sure all Senior Data has been submitted. □ Ensure that student selection and scheduling for next year are complete. <p>Elementary</p> <ul style="list-style-type: none"> □ Ensure that teachers have administered student-level post-assessments. □ Assist sites in creating school supply list for next year. 	<p>Secondary</p> <ul style="list-style-type: none"> □ Check to make sure all Senior Data has been submitted. □ Facilitate Senior Celebration activities. □ Facilitate Tutor Celebration and/or Appreciation activities. □ Ensure that student selection and scheduling for next year is complete. <p>Elementary</p> <ul style="list-style-type: none"> □ Collect student-level post-assessments and/or spreadsheet and assist sites with disaggregating data and utilizing to inform refinement of their goals for next year.
June – Implementing AVID	June – Enriching AVID
<p>K-12</p> <ul style="list-style-type: none"> □ Confirm that CSS for each site has been submitted to AVID Center. □ Download and review AVID SI Site Team Materials. □ Attend Summer Institute; facilitate your Site Teams. □ Set due date for Site Team Plans to be submitted to DD. □ Monitor completion of SI Launches. <p>Secondary</p> <ul style="list-style-type: none"> □ Hire new tutors as needed. <p>Elementary</p> <ul style="list-style-type: none"> □ Complete data review of student-level mid-year assessments with sites. 	<p>K-12</p> <ul style="list-style-type: none"> □ Assist Site Coordinators in scheduling back-to-school professional learning planning for sites. □ Meet with Site Teams that were unable to attend SI and provide updates and coaching based on their CSS. <p>Secondary</p> <ul style="list-style-type: none"> □ Hire new tutors as needed. <p>Elementary</p> <ul style="list-style-type: none"> □ Complete data review of student-level post-assessments with sites.
July – Implementing AVID	July – Enriching AVID
<p>K-12</p> <ul style="list-style-type: none"> □ Help Site Teams implement back-to-school professional learning. □ Work on DD Plan. <p>Secondary</p> <ul style="list-style-type: none"> □ Schedule Tutor Training for new and returning tutors. □ Confirm that AVID Sections and Enrollment are accurate. 	<p>K-12</p> <ul style="list-style-type: none"> □ REST.

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