



Superintendent in Residence

FLSA Status:	Exempt, 3-year term
Report to:	VP, LPPS (with dotted line to Region VP Lead)
Location:	Varied, Remote
Supervises:	May Direct the Work of Others
Date Prepared:	Feb. 2024

AVID Center prides ourselves on the diversity of our workplace and continuously seeks to recruit individuals who will enhance this diversity and, ultimately, our organization's effectiveness.

Position Description: The Superintendent in Residence will engage and support district and site leaders working to implement and sustain high-quality AVID programs. This position will leverage their experience and expertise in K-12 education to provide guidance, support program development, deliver leadership development services, and foster relationships with school districts and other educational stakeholders.

Essential Duties:

- Collaborate with AVID Center Staff and OCPTes to design, write, evaluate, and implement leadership programs, products, services, and engagement activities, both face-to-face and digital using AVID's design and development processes. Services can range from District Wide Strategic Planning facilitation to designing and delivering content for Principal Supervisor training.
- Support, monitor, measure, and improve effectiveness in AVID's leadership programs, products, services, and engagement activities, both face-to-face and online.
- Facilitate or co-lead AVID's leadership professional development virtually and face-to-face.
- Cultivate and foster relationships with partners, prospective partners, school districts, and other educational stakeholders to advance the organization's mission, and share expertise and insights to inform the organization's strategy and approach.
- Lead the planning, refinement, and expansion of AVID's Superintendent Collaborative and other regional leadership networks.
- Represent the organization at conferences, meetings, and other public events, and stay informed about current trends, research, and best practices in K-12 education.
- Work with Regions to grow and expand AVID's reach and impact.

Other Duties:

- Travel, as required.

Experience and Education*:

- Previous experience as a Superintendent in a K-12 educational setting that implemented AVID.
- Experience with managing, facilitating, and growing professional networks.
- Strong understanding of the educational landscape, including current trends, research, and best practices.
- Proven leadership skills, with the ability to collaborate across teams.

- Experience designing, writing, and facilitating engaging professional learning for educators.
- Excellent communication and interpersonal skills.
- Strong strategic thinking and problem-solving skills.
- Passion for improving educational outcomes for all students.

**Allowable Substitutions: Any combination of experience and training that provides the incumbent/applicant with the knowledge, skills, and ability required to perform the work, as determined by AVID Center. Qualifying work experience, as identified by the Senior Director, Human Resources, may substitute for the education requirement.*

Physical Demands:

In performing the duties of this position, the employee is required to:

- Remain in a stationary position for up to 50% of the time
- Constantly operate a computer and other office machines
- Frequently communicate and exchange accurate information
- Move about the office environment
- Occasionally move objects up to 10 lbs.
- Detect and discern objects near and far

Work Environment:

- Typical office conditions; low to moderate noise
- Typical travel conditions
- Demanding timelines
- Subject to frequent interruptions and extensive contact with others

Hazards:

- Extended viewing of computer monitor
- Working around and with office equipment having moving parts

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required and is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

AVID Center is an equal opportunity employer and will not discriminate on the basis of race (including traits historically associated with race, such as hair texture and protective hairstyles) color, religion, sex (including pregnancy, childbirth, lactation and related medical conditions), gender, gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, marital status, or any other basis protected by local, state or federal laws.

In compliance with the Immigration Reform and Control Act of 1986, the AVID Center will hire only U.S. citizens and aliens lawfully authorized to work in the United States.

AVID Center complies with federal and state disability laws, including the Americans with Disabilities Act, and will provide reasonable accommodations for applicants and employees with disabilities. AVID Center encourages both prospective and current employees to discuss potential accommodations with Human Resources.