



AVID Implementation Planning Guide for Districts

Each district must have a signed contract with AVID Center to implement AVID and attend Summer Institute. AVID Center staff assist the school to prepare for implementation throughout the spring and summer. The AVID Curriculum Library is delivered to sites per the AVID contract in July/August.

District Responsibilities:

March – April

1. Select an AVID District Director.
2. Identify schools where AVID will be implemented.
3. Execute AVID Implementation contract with AVID Center.
4. District Director plans to attend first week of required AVID District Leadership training in the fall.
5. Identify resources for full implementation of the AVID program at all campuses that will implement AVID. (District and school are responsible)

School/Principal Responsibilities:

March – April

1. Add AVID to the Master Schedule.
2. Identify the AVID elective teacher(s) and a campus administrator on each campus who will be part of the campus AVID site team.
3. Clarify the goals of the program for school faculty and parents to gain their input and support.
4. Provide faculty and parent awareness session(s) about AVID.
5. Identify resources for full implementation of the AVID program at all campuses that will implement AVID. (District and school are responsible)

District Responsibilities:

April – May

1. Sign and return AVID Contract by May 1 for Early bird deadline for Summer Institute registration.
2. Register for the AVID Summer Institute (AVID District Director, or school, is responsible)

School/Principal Responsibilities:

April – May

1. Continue to build faculty awareness of AVID.
2. Identify the interdisciplinary AVID site team.
3. Identify and recruit students for AVID Elective Class.
4. Schedule class and students for fall semester.
5. Register for the AVID Summer Institute
6. Make Summer Institute travel/hotel arrangements for AVID Site Team. REGISTER FOR INSTITUTE FIRST Summer Institutes reach capacity quickly. (School or AVID District Director is responsible.)

District Responsibilities:

May – June

1. Recruit and hire college students as AVID tutors for the fall semester. (AVID District Director.)
2. Schedule and plan AVID tutor training. (AVID District Director.)

School/Principal Responsibilities:

June – Aug

1. AVID teams attend an AVID Summer Institute.
2. During Summer Institute, write AVID Site Team Plan for the site.

District Responsibilities:

August – September

1. District Director begins AVID District Leadership training
2. Tutors are hired and begin work

School/Principal Responsibilities:

1. AVID Elective classes begin
2. Trained AVID teachers begin using AVID strategies in Elective and content classes.
3. AVID school team implements their Site Team Plan and begins monthly meetings.
4. Teachers continue to attend local workshops and trainings by AVID Center.
5. AVID divisional staff coach and support the school via visits, WebExs, phone calls and local trainings.