

October 2021

# AVID MONTHLY WRITER ROLE DESCRIPTION

## Overview

- Become a part of a team that is committed to closing the opportunity and achievement gaps with young people
- Part-time casual contract
- Work from home - approximately 2.5 to 5 hours per week during the school year (approx. \$58 per hour)
- Receive high-level support from the AVID Australia team
- Access complimentary AVID professional learning.

AVID Australia is seeking a suitably qualified content writer to develop high-quality curriculum materials for use by students and classroom teachers for AVID Monthly.

AVID Monthly is a series of lesson plans for K-10 students, modelled on the AVID Critical Reading Process that incorporate AVID high impact teaching strategies. Each lesson includes a prompt text and appropriate activities that guide teachers in exploring the text with students.

## Responsibilities

- Produce well-researched, instructional content that models AVID high impact teaching strategies for every AVID Monthly lesson.
- Organise writing schedules to complete drafts of content within deadlines.
- Utilise AVID Australia's mission to inspire ideas and content.
- Communicate and cooperate with the AVID Australia team as required to develop and improve AVID Monthly.
- Facilitate ongoing review of existing education materials and help to improve content to ensure relevancy and quality assurance.
- Review and analyse feedback received for input into the continual improvement of AVID Monthly.
- Continuously identify opportunities to progress the reach and relevance of AVID Monthly.

## **Required skills and qualifications**

- A degree in Teaching
- Knowledge of the Australian Curriculum
- Experience developing teacher resources, including lesson plans
- The ability to work independently with no supervision
- A strict adherence to AVID style guides
- Effective time management skills, including prioritising, scheduling, and adapting as necessary
- Proficiency with Microsoft Word
- Excellent written communication skills with a high level of attention to detail.

## **Desirable skills/experience**

- Experience working in an AVID school and utilising AVID's high impact teaching strategies.