

Encinitas
UNION SCHOOL DISTRICT
Job Descriptions



COORDINATOR OF LITERACY AND OUTREACH

JOB SUMMARY

Under the general direction of the Assistant Superintendent of Educational Services, assists in the planning and development of informational literacy and digital resources; provides curriculum and instructional support in the areas of English Language Arts, ELD and DLI; assists with parent education programs and community outreach; designs multiple resources, and grant writing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with the development and planning of professional development
- Provides support and training for staff around English Language Arts and English Language Development implementation and assessment
- Supports DLI principals with developing programs for Spanish literacy attainment
- Assists with the organization and development of online portal resources for teachers
- Gathers data and presents reports to Management Team, Instructional Leadership Committee, the Board of Trustees, and other groups
- Plans and implements Parent Education for Title I and English Language Learner Programs
- Assists principals with Parent Education Programs
- Oversees outreach and support to immigrant families
- Explores alternative resources for funding instructional practices such as grant writing, business partnerships, and coordination of services
- Serves as a liaison for special programs with other groups and agencies outside the District.
- Provides support to principals, staff and parents in grant writing
- Serves as a staff liaison for, or as a member of, appropriate committees within the District
- Other related duties as assigned

OTHER RELATED DUTIES

- Works closely with and oversees the work of the community liaison
- Works closely with and oversees the work of the library media aides
- Acts as liaison between the District and the county Migrant Education Program

QUALIFICATIONS

Knowledge of:

- Dual Language Immersion Programs
- Second Language Acquisition
- Grant Writing
- Curriculum and effective teaching practices
- Community resources

- Modern office methods, equipment, and procedures
- District operations, policies, rules, and regulations

Ability to:

- Develop and maintain effective working relationships with staff, administrators, vendors, and community members
- Read, interpret and apply complex rules, and regulations as it relates to federal and state program, funding, and assessment information
- Communicate effectively with staff, parents, school sites, community members, and government agencies in both oral and written form
- Train, supervise and support employees
- Present workshops and training

Education, Licenses and Other Requirements:

- Possess valid California Teaching and Administrative Services Credentials
- Teacher Librarian Services Credential preferred
- Bilingual preferred

Experience:

- 5 years successful teaching experience

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Approved: June 23, 2015