

<b>Job Title:</b>	Manager, Literacy
<b>Grade Level/Terms of Employment:</b>	Unified Pay Schedule, Pay Grade 130
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	Department of Curriculum and Instruction (Central Office)
<b>Immediate Supervisor:</b>	Director of Curriculum and Instruction

### **General Description:**

The Manager, Literacy provides essential leadership within Richmond Public Schools (RPS) to advance literacy development for all students preschool through twelfth grade and leads the development, review, and revision of curriculum and assessments aligned to the Virginia Standards of Learning. The Manager supports teachers and school leaders through professional development, coaching, and providing appropriately aligned resources to foster student academic success.

### **Essential Duties and Responsibilities:**

- Ensures the literacy program (to include English Language Arts (ELA), World Languages, and Library Media Services instructional programs) supports student achievement and growth in reading and writing so that students read and write on grade level
- Manages and evaluates the work of elementary and secondary language arts, world languages, and library media services specialists
- Facilitates curricular development for the specified instructional areas by coordinating the proposed curricula through the approval process, monitoring curricular implementation and sustainability throughout the division, and developing guidelines for program and material implementation, sustainability, and renewal
- Reviews and identifies instructional materials, manages adoption of new textbook materials, digital subscriptions, and other curriculum materials in accordance with division guidelines and procedures
- Coordinates the development of assessment resources for the literacy program including common assessments, and develops resources and training on how such data is used to make real-time instructional decisions
- Coordinates the gathering, selecting, and analysis of data in reading and writing at the division, school, and grade level; supports principals and teachers in the development and evaluation of literacy goals at the school level
- Plans and coordinates professional development opportunities
- Assists in the development of Literacy Coaches, ELA Lead Teachers, and Academic Architects to support division and school level literacy initiatives, curriculum, professional learning, and programs in schools
- Works with teachers to ensure they have materials and competencies necessary for success, in partnership with school leadership
- Provides input in the recruitment, screening, hiring, and training of ELA and world languages teachers, literacy coaches, and librarians
- Collaborates with other division level team members to support division initiatives and projects that support literacy; develops division level communications regarding literacy

- Coordinates mandated programs and serves as liaison with the Virginia Department of Education and other education organizations; ensures compliance with all applicable state and federal regulations and accreditation standards
- Ensures that the literacy budget is expended appropriately
- Stays abreast of ELA/literacy trends and methodology
- Performs other duties as assigned

**Qualifications:**

- Master's degree or postgraduate certificate in Administration and Supervision required; Postgraduate Professional License with an endorsement in English and/or reading preferred
- At least five years successful teaching experience with at least three years of teaching English/language arts and at least two years' experience managing and leading others
- Comprehensive knowledge of English/language arts curriculum, instruction and assessment design, and an understanding of how to build a vertically- aligned Preschool-12 English/language arts program with particular expertise in current research and proven practices in literacy
- Demonstrated comprehensive knowledge of teaching techniques, instructional materials, and current trends in education, especially in high-poverty schools and/or school systems
- Understanding of the knowledge, skills and processes of education as defined in the Virginia Standards of Learning (SOL)
- Ability to establish and maintain effective communication and working relationships with teachers, specialists, school administration and staff, central office staff, and members of the community
- Excellent communication (verbal, written, and presentation) skills; ability to compose and present reports and effective, visually appealing presentations using multimedia technology
- Ability to work in a fast-paced environment
- Demonstrated passion and sense of urgency for ensuring all students in RPS experience success in literacy
- Models professionalism, engages in self-led continuous improvement, seeks out feedback and provides constructive feedback to colleagues
- Bilingual/fluency in Spanish preferred