



DIRECTOR, LITERACY AND LANGUAGE SUPPORT

Basic function

Under the direction of the Associate Superintendent, Curriculum and Instruction, provide services to schools and districts in the areas of English Language Arts, Disciplinary Literacy and English Language Development.

Supervision

Directly responsible to the Associate Superintendent, Educational Services.

Representative duties

- Plan, create, organize and present professional learning opportunities for teachers and administrators in the areas of Disciplinary Literacy, English Language Development, and English Language Arts. Responsible for all aspects of professional development from inception to conclusion, including research and development, budgeting, communication and marketing, as well as evaluation and follow up.
- Remain current with the latest research, initiatives, policies, and timelines around curriculum, instruction and assessment, in order to prioritize the focus areas for learning and implementation of Common Core and ELD standards.
- Consult with district and school administrators to develop school and/or district plans for implementation of standards, curriculum, professional learning, and assessment related to ELA, literacy and language that honor their specific systems and contexts. Facilitate leadership and work groups to develop and implement these plans.
- Collaborate with other Curriculum and Instruction Division managers to support programs, initiatives and professional development.
- Attend meetings; prepare and present reports as requested. Initiate, collect and analyze relevant data to serve our schools and districts.
- Maintain a focus on equity and cultural proficiency in all programs and activities.
- Perform other related duties as assigned.

Education and Experience

At least five (5) years successful teaching and/or instructional coaching experience. Middle or high school experience is desired. Significant experience creating and leading professional development in Literacy, English Language Arts, and Language Development. Master's degree preferred.

Licenses and Certificates

Valid California Administrative Services Credential

Valid California driver's license