

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**PROJECT SPECIALIST, BILITERACY**

**Purpose Statement:**

Under general direction the Project Specialist for Literacy will work with SDCOE staff to plan and provide bilingual language arts professional development for schools and districts, guide teachers and coaches on differentiated and focused literacy support for under resourced students, promote effective language arts interventions and student acceleration initiatives in classrooms, small groups, and individualized settings.

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**Diversity Statement:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

**Essential Functions:**

- Facilitates assistance for schools and districts being served by the Project ARISE (Accelerating Reading Intervention for Systemic Excellence) grant across California, especially in settings with multilingual students/English learners.

*Teacher Professional Learners*

- Collaborates with teachers in schools and provides individualized feedback to help strengthen effectiveness of biliteracy intervention/acceleration instruction.
- Facilitates teacher review and analysis of student biliteracy assets and needs via language arts data, language development data, and other essential student learning data.
- Assists teachers with interpreting various data sources to inform and shape instruction.
- Supports student learning goal setting using individual growth plans and progress monitoring related to student performance and engagement in reading.
- Models demonstration lessons, occasionally co-teach; and engage with schools in curriculum development focused on California language arts and language development standards-based instruction.
- Provides teachers with recommendations for supplemental resources to support biliteracy excellence.

- Designs and delivers professional development training to improve the delivery of instruction for language arts embedded with language development.
- Collaborates with teachers to integrate research-based culturally and linguistically sustaining teaching strategies and methodologies into the classroom.
- Assists site leaders in the design and implementation of support plans to support teachers with high quality literacy programs and implementation of language arts interventions/acceleration.

#### School Level Transformation

- Assists in the development and equitable interpretation of student linguistic and achievement data, observational data, and professional learning data.
- Facilitates and participates in the planning, design, implementation, and monitoring of site-based initiatives.
- Assists in conducting ongoing needs assessments and supporting leadership in determining long- and short-term goals and objectives.
- Aid school leadership teams to articulate clear goals for the school and measure achievement towards literacy goals for individual students.
- Facilitates ongoing data inquiries to determine progress and needs of school site instructional initiatives.
- Maintains records pertaining to program services; compile reports and statistical information needed for evaluation of program effectiveness.

#### **Other Functions:**

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications:**

##### **Knowledge and Abilities**

##### KNOWLEDGE OF:

California language arts and language development standards;  
 California English Language Arts and English Language Development Framework;  
 Applicable laws, codes, regulations, policies, and procedures;  
 Training methods, program planning, instructional techniques, adult learning, and group facilitation and dynamics;  
 Operation of office computers and assigned software;  
 Analyzing student achievement data and identifying patterns and trends;  
 Research-based, scientifically proven literacy strategies.

##### ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;  
 Practice cultural competency while working collaboratively with diverse groups and individuals;

Teach and support multilingual students, English learners and other learners needing literacy acceleration:

Analyze problems, develop solutions, and make effective decisions;

Communicate clearly and concisely, both orally and in writing;

Develop and present effective reports;

Provide support in standards-based classrooms;

Establish and maintain cooperative and effective working relationships with others;

Meet schedules and timelines;

Use various technology resources (multimedia presentations, digital media, productivity software, online resources, etc.) as instructional tools;

Plan and manage multiple projects;

Work independently as well as a member of a team; and

Establish effective working relationships with staff, school district personnel, students, and the public.

### **Working Environment:**

#### **ENVIRONMENT:**

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

#### **PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

### **Education and Experience:**

**Education:** A bachelor's degree in education, education administration, or other closely related field; and

**Experience:** Five (5) years of increasingly responsible teaching experience in an educational setting. Required experience includes proven success designing and conducting professional learning sessions, in a variety of educational settings, particularly in high poverty, high needs schools with diverse student populations. Bilingual in Spanish preferred. Experience supporting bilingual programs is desired; or

**Equivalency:** A combination of education and experience equivalent to bachelor's degree in education, education administration, or other closely related field five (5) years of increasingly responsible teaching experience in an educational setting. Required experience includes proven success designing and conducting professional learning sessions, in a variety of educational settings, particularly in high poverty, high needs schools with diverse student populations.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Teaching Credential (BCLAD or other bilingual authorization)

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Certificated Management, Grade 035

Approval Date: June 2023

Approved by:  \_\_\_\_\_

Dr. Yolanda Rogers, assistant superintendent  
Human Resources Services

Revised: N/A