

**PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Coordinator, Early Literacy and Numeracy Intervention

CLASSIFICATION: Certificated Management

REPORTS TO: Assistant Superintendent, Teaching and Learning; and/or Designee

DESCRIPTION:

This position has the responsibility for coordinating, implementing, and evaluating early literacy programs and interventions for learning difficulties inclusive of but not limited to: dyslexia, dyscalculia, and dysgraphia, including staff and parent education.

PERFORMANCE RESPONSIBILITIES:

- Oversee the management of supplementally-funded academic early intervention programs at the school sites.
- Develop a robust program for intervention and monitor the impact of interventions.
- Oversee the management of other grant funded programs for early learners and adhere to all grant-related functions, including providing fiscal oversight.
- Oversee training and professional development that supports research-based early literacy and numeracy interventions.
- Coordinate with Special Education in regards to Tier 1, Tier 2, Tier 3 supports (COST System)
- Participate in the selection and supervision of all staff recommended intervention programs, including the Family English Literacy outreach and additional enrichment programs.
- Plan for the effective use of District adopted-curriculum materials, instructional supplies, equipment, facilities, and school grounds that pertain to early literacy and numeracy interventions.
- Enhance, in tandem with Special Education, interventions for K-12 students who require remediation of early literacy and numeracy skills.
- Work collaboratively with site administrators to recruit, train, evaluate, and assign staff to the early literacy and numeracy initiatives, including potential extended day academic intervention programs.
- Work cooperatively with site administrators in developing academic intervention classes, bridge programs, and provide support to site Intervention Specialists and RISS.
- Prepare regular written communication to parents/guardians and school sites regarding program offerings and outreach.
- Evaluate curriculum implementation, student achievement progress and other intervention programs and adjust programs accordingly.
- Monitor efficient and accurate student progress records.
- Work collaboratively with school site personnel to review disaggregated student achievement data results to identify students to participate in program offerings.
- Develop incentives to increase student participation and engagement in school and interventions.
- Update staff on revised policies, procedures and implementing changes.
- Evaluate and analyze both quantitative and qualitative student performance data results at sites to monitor the overall success of intervention programs.

- Implement, maintain, and monitor a budget control system for program funds that meets the accounting standards of the District.
- Submit all requested reports and complete assigned tasks in a timely manner.
- Establish and maintain cooperative working relationships with other District departments.
- Provide updates to the Board of Trustees, Executive Cabinet and the community
- Perform other related duties as assigned.

KNOWLEDGE OF:

- Early literacy, early numeracy, dyslexia, dyscalculia, and dysgraphia
- Effective intervention programs
- Effective instructional pedagogy
- Professional development and planning
- Program implementation and oversight
- Grant funded program analysis and implementation
- State LCAP funding sources for educational programs
- Applicable educational laws, codes, regulations, policies, and procedures Principles and practices of effective training, supervision, and evaluation
- English language learner programs and respective federal and state guidelines and mandates
- State and District curriculum standards and programs

ABILITY TO:

- Oversee grant-funded programs
- Work on a flexible schedule in order to supervise after school and evening programs
- Organize and facilitate committees and professional development activities
- Communicate effectively orally and in writing, including presentations to the Board of Trustees and other audiences
- Establish and maintain effective working relationships with others Use technology
- Maintain accurate records
- Conduct action-based research when considering programs, and monitoring intervention success
- Train, supervise, and evaluate assigned staff
- Meet timelines and work independently with little direction
- Analyze situations accurately and adopt an effective course of action

TRAINING AND EXPERIENCE:

- Certificated - Administrative Services Credential, and a combination of at least five years successful K-12 teaching and increasingly responsible supervisory experience.
- Master's Degree desirable.

LICENSES AND CLEARANCES:

- TB Clearance
- Valid Driver's License

TERMS OF EMPLOYMENT:

215 days, Management/Confidential Salary Schedule

BOARD APPROVED: April 14, 2022