

CERTIFICATED JOB DESCRIPTION

LITERACY COORDINATOR

JOB SUMMARY:

Under the supervision of the Executive Director of Curriculum and Instruction provides Districtwide leadership and service in the planning and improvement of literacy skills for all students.

ESSENTIAL JOB FUNCTIONS:

- Facilitates Districtwide change efforts to support literacy for all students.
- Functions as a District specialist in literacy education, providing leadership in curriculum development, staff development, and liaison with community groups, Sweetwater Union High School District, and higher education entities.
- Supervises the development of new curriculum related to literacy.
- Directly assists individual sites and teachers with program development, literacy materials selection, training, problem solving, and community services.
- Coordinates and manages the OASIS Intergenerational Tutoring program.
- Serves as Teacher Leader for the Reading Recovery program. This will include information, training, continuing contact, and liaison with state and national Reading Recovery programs.
- Supervises new curriculum materials selection and Instructional Media Services staff. Plans and monitors training and implementation of new materials.
- Writes grants which specifically support student, staff, and community literacy awareness and services.
- Conducts Language Arts Development Academy, including recruitment, staff selection, staff development, follow-up services, report writing, and audits.
- Serves on interview and recruitment panels for new, certificated employees.
- Actively promotes communication with the community through outreach programs such as, Books In Spanish and California Association for Bilingual Educators.
- Coordinates the yearly Chula Vista Administrator's Book-Writing Contest.
- Coordinates the yearly Bank of America Speech Contest.
- Reports on promising new trends in literacy.
- Cooperates with other departments and divisions in cross-departmental/divisional projects.
- Acts as an advocate for English Language Learners.
- Guides and advises school pilot programs related to literacy.
- Attends District, county, and state meetings and disseminates information both to these bodies and back to District personnel.
- Establishes, maintains, and supports standards of personal conduct and discipline in accordance with the current discipline policy approved by the Board of Education.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credentials:**
Administrative Services or equivalent.
Multiple Subjects credential or equivalent.
Reading Specialist credential.
CLAD or BCLAD.

- **Education and Experiences:**
Master's Degree, preferably in Reading or Literacy.
Five years of experience as a classroom teacher, with special emphasis in literacy training and development
Reading Recovery training
Bilingual classroom experience highly desirable.

- **Personal Qualities:**
Ability to provide leadership and direction, analyze problems, make decisions, communicate and interact effectively and professionally under pressure, communicate orally and in writing, work with a multiethnic staff and community. Knowledge of up-to-date theories, techniques, and methodologies related to literacy and second language acquisition. Proficiency in a second language.

Certificated Salary Schedule: Range
BOARD APPROVED:
REVISION DATES: 2005