

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Supervisor, Preschool and Pre K – 3 Literacy

Classification: Certificated

Reports to: Assistant Superintendent, Educational Services

Range: Certificated Salary Schedule

EDUCATION AND EXPERIENCE

Bachelor's Degree and Teaching Credential

Administrative Services Credential

Strong interpersonal skills

Effective communication skills

Ability to establish and maintain effective working relationships with children, parents, public services staff, and community members.

Experience in planning, implementing, and conducting staff development.

Knowledge and experience working with diverse family populations and communities.

Knowledge in Family Literacy. Adult Education Content Standards and English Learner standards, curriculum and instruction.

Expertise in Parent and Family support services and Parent-Child interactive literacy activities.

Valid California driver's license.

Expertise in Early Literacy.

Masters in Reading preferred.

Knowledge of Standards Based English language Arts, and Instruction Pre K – 3.

SUMMARY

Pre-Kindergarten and Family Literacy Program Coordinator

Under the direction of the Assistant Superintendent, Educational Services, facilitate the development, design, implementation, and evaluation of the Family Literacy Program in support of Pre-Kindergarten students and families. Facilitate staff development for teachers and instructional aides. Promote family literacy through parent involvement in adult education, parent education, and interactive literacy activities. Provide training and support for early literacy, including conducting teacher trainings and follow up classroom visits for coaching.

SPECIFIC RESPONSIBILITIES

1. Coordinate the planning, implementation, and evaluation components of the Family Literacy Program in conjunction with Pre-Kindergarten students and families.
2. Ensure complete integration with district, site and collaborative programs.
3. Facilitate staff development for teachers and aides, including curriculum, instruction, assessment of pre-reading skills, and pedagogy.
4. Assist with the management and supervision of the state preschool program.
5. Oversee fiscal management of Family Literacy Program.
6. Promote parent involvement:
 - a. *Facilitate opportunities for parents and guardians to work with their pre-kindergarten children on interactive literacy activities*
 - b. *Facilitate parent and adult education opportunities and delivery of family literacy education*
7. Ensure successful completion of program goals.
8. Provide ongoing reports to the Assistant Superintendent of Educational Services.
9. Provide support services to staff and participating parents/families.

10. Ensure state compliance.
11. Ability to flex hours based upon program needs.
12. Other duties as assigned by Assistant Superintendent of Educational Services.
13. Provide training on Early Literacy to administrators and teachers.
14. Provide model lessons to Pre k – 3 Teachers
15. Facilitate Kindergarten and Primary Teacher Cadres.