



## Job Description

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**POSITION TITLE:** Director II #5050  
Language & Literacy/Continuous Improvement & Support  
Educational Services

**SALARY PLACEMENT:** Senior Management Salary Schedule  
Range 2

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### **SUMMARY OF POSITION:**

Under direction of the Division Director of Continuous Improvement and Support and the Assistant Superintendent of Educational Services, the Director II of Language and Literacy provides strategic vision and leadership to support school districts and educational agencies in the design, implementation, and continuous improvement of research-based programs in English Language Arts (ELA), English Language Development (ELD), Early Literacy, History and Social Sciences including Ethnic Studies and Civic Engagement, and emerging areas such as artificial intelligence in education. The Director II fosters collaboration with local, state, and community partners to support student outcomes across these content areas. The Director II leads the Language and Literacy Department's planning, development and implementation of initiatives, and state priorities related to literacy, English Language Development, English Language Arts, and Social Studies.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree in an education related field, and a valid California Teaching Credential and an Administrative Services Credential. Experience in the fields of literacy, ELA/ELD, second language acquisition and/or History-Social Science including Ethnic Studies and Civic Engagement. Previous work experience with ELA/ELD or English learner programs. Experience developing and facilitating professional learning.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master's Degree. Five years of K-12 classroom teaching experience and three years of educational administration experience. Possess a teaching credential with a full English Learner Authorization. Experience providing professional learning in ELA/ELD, Early Literacy, History-Social Science including Ethnic Studies and Civic Engagement, and the education of English learners. Bilingual/biliterate in a language in addition to English. Experience supporting school sites and/or districts and supervising staff or managing programs related to ELA/ELD, multilingual learners, and related content areas. Experience with artificial intelligence in educational contexts.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- program evaluation, data collection, and analysis
- research-based practices in English Language Arts (ELA), English Language Development (ELD), Early Literacy, and History-Social Science including Ethnic Studies and Civic Engagement
- effective instructional strategies to support multilingual learners and diverse student population
- culturally responsive and sustaining pedagogy and equity-centered practices
- adult learning theory and effective professional learning design

- continuous improvement processes, data analysis, and systems thinking
- State and federal laws, frameworks, and accountability systems related to assigned program areas
- emerging trends and applications of artificial intelligence in education

Ability to:

- supervise, lead, and evaluate staff, including developing leadership capacity in others
- lead and facilitate cross-functional teams and initiatives across assigned program areas
- manage and oversee budgets, resources, and program implementation effectively
- develop, implement, and ensure alignment to policies, procedures, and regulatory requirements
- adapt and respond flexibly to evolving district, program, and organizational needs
- use technology effectively to support communication, data analysis, and program implementation
- plan, prioritize, and manage multiple complex projects and timelines
- communicate clearly and effectively with diverse educational partners
- design and lead high-impact professional learning aligned to organizational and regional priorities

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings and professional learning
- strong interpersonal skills and relationship-building skills to collaborate effectively with educational partners
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

#### **DISTINGUISHING CHARACTERISTICS:**

The Director II represents Range 2 of the Senior Management Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

#### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material and information concerning department programs, services, operations, and activities. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Provide strategic leadership to support districts and educational partners in the development, implementation, and continuous improvement of programs in ELA, ELD, Early Literacy, History-Social Science including Ethnic Studies and Civic Engagement, and AI-supported instruction.
14. Build and sustain collaborative partnerships with districts, community organizations, government agencies, and educational partners.
15. Design and deliver high-quality, research-based professional learning aligned to standards, frameworks, and local needs.
16. Guide districts in the selection, implementation, and evaluation of instructional materials or programs.
17. Lead departmental initiatives and support system-level planning, innovation, and implementation.

18. Analyze and use data to inform decision-making, program evaluation, and continuous improvement.
19. Plan, prioritize, and manage multiple projects, timelines, and deliverables with minimal direction.
20. Advance multilingual learner success and culturally responsive and sustaining practices,
21. Oversee regional programs and events including State Seal of Biliteracy, State Seal of Civic Engagement, and Constitution Day.
22. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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