Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**Literacy Initiative Teacher Lead**
Department:	Educational Services
Reports to:	Director of Educational Services

SUMMARY

Provides leadership in the development, implementation, and continuous improvement of the district's literacy plan, including curriculum adoption and secondary intervention systems. Builds staff capacity by delivering professional development, literacy coaching, and support in evidence-based literacy practices and assessment tools. Uses data to monitor student progress, guide instructional decisions, and collaborate with sites and PLCs to address literacy gaps and improve student outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supports the development, implementation, and ongoing refinement of the WPUSD Literacy Plan.
- Participates in required and relevant professional learning opportunities to strengthen foundational knowledge and skills in literacy instruction.
- Provides training and coaching to teachers, instructional support professionals (ISPs), and support staff in the use of RDRS (mCLASS DIBELS 8), UFLI, RA4ALL, and other literacy resources.
- Collaborates with site administrators and school staff to support the implementation of site-based literacy services and initiatives.
- Monitors the academic progress of struggling students and assists sites in developing targeted interventions to address literacy gaps.
- Supports the K–12 ELA curriculum adoption process, including review, selection, and implementation.
- Assists in the development and implementation of secondary literacy intervention programs.
- Collaborates with grade-level and departmental teams to identify essential standards, develop guaranteed and viable curriculum (GVC), and design common formative assessments.
- Participates in district meetings and initiatives aligned to advancing literacy outcomes across the district.
- Analyzes, monitors, and presents literacy data to inform instructional practices and program effectiveness.
- Conducts classroom visits to provide observational feedback and support continuous improvement in literacy instruction.
- Supports Professional Learning Communities (PLCs) in designing, implementing, and refining literacy instruction and interventions.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

- Current WPUSD Teacher with Permanent Status

EDUCATION/EXPERIENCE:

- Bachelor's Degree; 5 years (minimum) of successful teaching; Master's Degree preferred
- Recent training (District, County, or other) directly connected to literacy instruction and related areas
- Teacher leadership experience; experience facilitating professional development activities.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid teaching certificate.

LANGUAGE SKILLS:
Fluency in both English and Spanish; ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:
Ability to apply knowledge of current research and theory in instructional programs; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books and AV/VCR/DVD carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.