



Job Description

POSITION TITLE: Coordinator IV, Literacy #6299
Venture Academy
County Operated Schools and Programs

SALARY PLACEMENT: Management Salary Schedule
Range 14

SUMMARY OF POSITION:

Under the direction of Venture Academy administration, this position will be responsible for the implementation of all professional learning activities related to ELA/ELD with an emphasis on early literacy, adolescent literacy, and the education of English learners for grades TK-12. This person will provide direct support to Venture Academy teachers through curriculum adoption and implementation, instructional strategies, and coaching on professional improvement. This position will provide expertise regarding successful research-based best practices in ELA/ELD structured literacy and the education of English learners and assist in TK-12 school-wide efforts to support the school's educational programs and recommendations for improvement.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's degree and valid Clear California General Education or Special Education Teaching Credential with a full EL authorization (CLAD, ELA1, or equivalent). Possess or be eligible for a California Administrative Services Credential and, if not already held, must apply for the credential upon hire. Experience in the fields of literacy and/or second language acquisition. Previous work experience with professional learning for ELA/ELD, English learners and/or structured literacy.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience working in a related field. Possess a Master of Arts Degree, and three years of experience providing professional learning in ELA/ELD, the education of English learners and structured literacy. Bilingual/biliterate in a language in addition to English. Experience in providing support to school sites and/or districts as well as coaching teachers.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- program evaluation and data collection
- ELA/ELD Framework, CCSS ELA and ELD standards, EL programs and program implementation
- state and federal initiatives
- Science of Reading and structured literacy
- state assessments: CAASPP and ELPAC, etc.
- ELA/ELD pedagogy and proven methods of developing literacy and in increasing academic achievement among English learners and students with special needs in all educational settings
- assigned software

Ability to:

- be flexible based on program needs
- create and follow policies and procedures
- operate a computer

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings/professional learning
- 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 Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff on program development and EL and literacy issues.
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 materials and information concerning department programs, services, operations, and activities.
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. Evaluate the quality and effectiveness of instructional services at the school site level for all grade levels TK-12 and provide recommendations and support for these services.
14. Facilitate and oversee the full curriculum adoption, implementation, and continuous improvement process for ELA, ELD, and Science of Reading instruction and programs.
15. Develop, implement, and monitor Tier 1 and Tier 2 instruction and intervention for ELA, ELD, and the Science of Reading, including coaching, professional learning, and resource support for teachers and administrators.
16. Curate and develop instructional resources and research-based strategies to support literacy instruction and meet the specific needs of English learners, students with IEPs/504 plans, and struggling learners.
17. Support the school's PLS and continuous improvement process by creating, leading, and facilitating reflective conversations, data analysis, classroom observation walks, and instructional planning.
18. Provide coaching to teachers in classroom procedures, structure, and management in order to promote improved ELA, ELD, reading, and writing instruction.
19. Participate in school and classroom observations of practices for English learners, compile and interpret data on the programs. Interpret data results from state and federal intervention tools.
20. Compile, analyze, interpret and present program and student achievement data related to ELA, ELD, literacy, and intervention programs.
21. Create and deliver curriculum, training, and professional learning related to ELA/ELD, English learners, and structured literacy.
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 the 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. Employees will come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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