Job Description

POSITION TITLE:	**Director I**	**#5050**
	Language & Literacy	
	Educational Services	
SALARY PLACEMENT:	**Senior Management Salary Schedule**	
	Range 1	

SUMMARY OF POSITION:
Under direction of the Assistant Superintendent of Educational Services, the Director of Language & Literacy will work with school districts and other educational agencies in developing effective research-based ELA/ELD/Early Literacy and professional learning and support related to the education of English learners. This position will serve as the EL Regional Lead, manage the Title III grants, and related ELA/ELD/Early Literacy grants and contracts. The Director will assist with the work of the Continuous Improvement and Support Department to support districts and schools with ELA/ELD instruction, EL Dual Language Programs, Early Literacy and Ethnic Studies.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:
Possess a Bachelor's Degree in an education related field, valid California Teaching Credential and possess or be eligible for an Administrative Services Credential. Experience in the fields of literacy and second language acquisition. Previous work experience with ELA/ELD, English learner programs, the ELPAC and 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 ELA/ELD and the education of English learners. Bilingual/biliterate in a language in additional to English. Experience in providing support to school sites and/or districts. Experience supervising teachers of English learners and/or managing programs for English learners. Experience in Ethnic Studies.

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of:
- assigned software
- program evaluation, data collection and analysis
- working with English learners

Ability to:
- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on district and program needs
- create and follow policies and procedures
- manage and oversee budgets

Possess:
- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings and 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 Director I series represents advanced management positions and has three levels.

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 maintains 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. Recommend successful research-based instructional strategies and programs for English learners and English Development.
14. Articulate the use of the California CCSS ELA and ELD Standards and the ELA/ELD Framework and any subsequent or associated documents and/or tools.
15. Assist districts in the selection of appropriate ELA/ELD curriculum/materials and provide professional learning as appropriate.
16. Articulate and assist districts in the use of appropriate History/Social Studies curriculum/materials and provide professional learning as appropriate.
17. Provide technical assistance to districts and schools as needed.
18. Participate in school classroom observations or practices for English learners, compile and interpret data on the programs. Interpret data results from state and federal evaluation tools.
19. Create and present curriculum related to ELA/ELD and English learners.
20. Organize, implement, and deliver research-based professional development in the area of education of English learners, Dual Language and World Language instruction support.
21. Organize, implement, and maintain events such as Seal of Biliteracy, Seal of Civic Engagement, Constitution Day, and Youth in Government.
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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