

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Director II, California Reading Development Center

DEFINITION

Under general direction of the Reading Lions Center, directs, plans, coordinates, and manages professional development activities for K-3 Reading First and K-6 AB 466; directs and provides technical assistance and support to the California Reading Development Center's network of seven Reading Implementation Centers located in county offices of education (Alameda, Butte, Imperial, Los Angeles, Sacramento, San Diego, and San Joaquin); directs the services of the California State Resource Center for Reading/Language Arts; and performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Chief Administrative Officer, Reading Lions Center

SUPERVISION OVER

Professional, clerical and technical personnel as assigned.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Plans, organizes and coordinates the network of Reading Implementation Centers (RICs); provides and distributes professional development institute materials and maintains quality control of delivery of services to contracted LEAs; provides communications and feedback to the RICs and contracted LEAs; coordinates the central use of the on-line registration, attendance, evaluation, and reporting system for RICs; plans, organizes, and coordinates the Sacramento Urban Reading Implementation Center, servicing contracted LEAs statewide; collaborates with the development team to publish training materials; and serves as the lead for the California State Resource Center for Reading/Language Arts.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching administrative credential based on a Bachelor's degree in education or related field and student teaching; successful experience in the development, administration, and monitoring of curriculum and instructional programs with specific experience in elementary grades; progressively responsible experience in providing professional development for grades K-6; experience working in LEAs and schools as an outside agent.

Knowledge, Skills, and Abilities

Knowledge, skills, and ability to plan, develop, implement and evaluate curriculum and instructional services and professional development strategies; knowledge of content standards related to English language arts; knowledge of the State Board adopted reading and language arts instructional programs; ability to prepare, monitor and maintain budgets; knowledge and ability to advise and assist LEAs with curriculum and instructional programs; interpersonal skills to work cooperatively and effectively with individuals and groups; ability to select, train and supervise staff; ability to effectively transmit knowledge and skills to staff; skill to develop measurable goals and objectives, set priorities, monitor expenditures, and evaluate projects/programs towards achievement; knowledge of the problems associated with implementing curricular and instructional programs; knowledge of state and local agencies and organizations participating in curriculum and instructional activities and programs.

Other Characteristics

Possession of a valid California driver's license and willingness to travel as needed.

Approved by County Board