

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Director II, Reading First Regional Technical Assistance Center (R-TAC)

DEFINITION

Under general direction of the Reading First California Technical Assistance Center (C-TAC), plans, coordinates, and manages professional development activities; provides technical assistance for sub-granted Reading First Local Education Agencies (LEA) to support the California Reading First Program and the implementation of the program assurances for reading and language arts, K-3; 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 R-TAC activities for sub-granted Reading First Local Education Agencies (LEA); provides communications and feedback to the C-TAC, State Board, California Department of Education, and Office of the Secretary of Education regarding implementation of the California Reading First Program; uses technology to inform Reading First LEA's; promotes and assists Reading First LEA's with full implementation of the district adopted reading/language arts program; promotes and supports use of state provided unit/theme skill assessments and end-of-year outcome assessments, and other state recommended screening, diagnostic, curriculum-embedded, and outcome assessments; assists Reading First LEA's in receiving AB75 and AB 466 training during the first year and new teachers thereafter, and advanced trainings during the second and third years; distributes resource materials to ensure focus, content, and delivery of California Reading First goals and objectives; meets regularly with Reading First LEA's and with the C-TAC; assists Reading First LEA's with internal evaluation requirements; and manages quality control over delivery and distribution of state provided products; and logs all services provided to Reading First LEA's.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching credential based on a Bachelor's degree in education or related field and student teaching; a Master's degree in language and reading and a California reading specialist credential highly desirable; successful administrative 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 Local Educational Agencies 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 Local Educational Agencies 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 communicate effectively in both oral and written forms; 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 valid California driver's license and willingness to travel as needed.