

Sacramento County Office of Education Job Description

Classification Title: Director I, English Language Arts, K-12

DEFINITION

Under general direction, develops, plans, coordinates, manages and provides professional development activities and coaching in English Language Arts for teachers; maintains general oversight of online registration and attendance; oversees the development and delivery of these and related programs; provides technical assistance to Local Education Agencies; develops content courses for online providers; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Education Services

SUPERVISION OVER

Professional, technical, and clerical 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.)

Develops, plans, organizes and coordinates professional development activities and coaching in English Language Arts for teachers in grades K-12; provides technical assistance for identified schools to support the implementation of English Language Arts grade level and intervention programs; assists schools in developing coordinated school wide planning; organizes and implements a systematic and sustained approach to professional development; assists districts, site leadership teams and classroom teachers to implement research-based practices; assists districts and schools to implement California State Board adopted content standards across the system; provides technical assistance and support to educational staff at identified sites as needed; establishes and maintains effective communication and cooperative working relationships with clients, staff and other agencies; prepares reports; maintains program files and record keeping systems; prepares and monitors budgets and expenditures as requested; selects, trains, supervises and evaluates the performance of professional, technical and clerical staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California Administrative Services Credential and a valid California teaching credential based on a bachelor's degree in education or related to English Language Arts and student teaching; successful experience in the development, administration and monitoring of English Language Arts curriculum and instructional programs in elementary and secondary grades; progressively responsible experience in providing professional development in English Language Arts for grades K-12; experience working in schools as an outside agent.

Knowledge of:

California English Language Arts Content Standards, Common Core Standards and Curriculum Framework; adult learning theory; barriers associated with implementing curricular and instructional programs; state and local agencies and organizations participating in curriculum and instructional activities and programs.

Skill and Ability to:

Plan, develop, implement and evaluate curriculum, instructional services and professional development strategies; prepare, monitor and maintain budgets; advise and assist school districts with curriculum and instructional programs; work cooperatively and effectively with individuals and groups; select, train, and supervise staff; effectively transmit knowledge and skills to staff; develop measurable goals and objectives, set priorities, monitor expenditures and evaluate projects and programs towards achievement.

Other Characteristics

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

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