

Job Description

Job Title: **Literacy Director**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **March 2015**

Job Code: **5008**
 FLSA Status: **Ex – P**
 Pay Range: **L 14**
 Work Year: **12 months**

SUMMARY: Serve as part of the Learning Services team whose primary responsibilities are to support schools, lead a comprehensive vision for teaching and learning and to model the way regarding best practices within the district. Provide district-wide leadership to schools and other departments in the implementation of standards-based education aligned to the Colorado Academic Standards and the important shifts in the Common Core. Supervise and monitor the READ Act and School Readiness state expectations, regulations, policies and budgets; monitor student results related to district literacy initiatives and provide guidance and suggested next steps to district leadership based on data and research. Partner with key stakeholders within Learning Services to develop educational targets, monitor legal issues, and ensure assessment plans are implemented. Responsible for ensuring district-wide compliance around federal, state, and Superintendent and Board of Education policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Work collaboratively with directors in Learning Services to lead stakeholder engagement, strategy development, and implementation of standards-based education. Create, lead and support implementation of standards-based education within the English/Language Arts content area. Support principals in high quality implementation of a standards-based education.	D	7%
2. Lead the development and implementation of student-focused curriculum and instructional priorities in the area of literacy. Lead district teams focused on elementary and secondary literacy instructional practices and programs designed to increase student achievement and ensure compliance with district policies and state requirements, including School Readiness, READ Act, LDC and all PK-12 literacy-focused initiatives.	D	25%
3. Lead district-wide literacy strategy based on literacy root cause analysis data and recommendations. Supervise the district literacy team, interventionists and resource adoption processes.	D	15%
4. Assist in hiring and supervising instructional coaches; partner with the professional development director to ensure instructional coaches are effectively trained and provide effective coaching support for teachers on instructional best practices in literacy, curriculum changes, resource alignment and data analysis. Design and facilitate professional development for teachers and administrators around curriculum and instruction.	W	10%
6. Develop and manage budgets and other resources related to curriculum and instruction; serve on budget committees developing district-priorities to ensure alignment with instructional strategies and program priorities.	W	3%
5. Collaborate with the assessment director in the development of a district vision for assessment literacy, assessment procurement and/or development, as well as the professional development and support needed for schools to successfully utilize and implement assessments.	W	7%
6. Monitor student achievement data in the area of literacy; gather feedback from teachers and administrators regarding professional development, curriculum and curricular resources to ensure continuous improvement of resources, tools and professional learning. Ensure broad stakeholder engagement in decision-making and voices from the schools in the development, refinement and/or procurement of curricular resources and professional learning supports.	W	10%
7. Collaborate with various departments to ensure alignment of curriculum and instruction to instructional technology, district assessment strategy and district strategies for special populations	W	3%
8. Collaborate with the School Leadership Executive and the Curriculum and Instruction Executive	W	3%

Director in leading the PK-12 new course approval process in literacy and English/Language Arts and course evaluation process.		
9. Lead, monitor and support the district literacy team in the design, training, implementation and evaluation of literacy interventionists.	D	10%
10. Hire, supervise and evaluate any certified staff assigned to the district literacy team in the Learning Services Department. Develop clear outcome measures for certified staff and align their central work with support for schools, resulting in an increase in student achievement.	D	5%
11. Interpret and communicate federal and state law, district policy, or procedure related to instruction, curriculum, use of educational materials, and required school procedures and reports.	D	2%
12. Perform other duties as assigned.	Ongoing	
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in administration, curriculum and instruction, literacy, reading or English.
- Minimum of five (5) years of administrative experience, principal experience preferred.
- Minimum of five (5) years of experience in public schools.
- Experience working with a large organization to achieve the vision.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Principal License.
- Must possess or be able to obtain a valid and appropriate Colorado Educator License.
- Ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent oral and written communication and interpersonal relations skills.
- Ability to frequently travel among district facility locations
- Strong knowledge of literacy
- Strong facilitation, presentation, coaching and problem solving skills
- Advanced knowledge of instructional practices in specific content areas, supervision practices, program administration, data analysis, school improvement and assessments.
- Demonstrated understanding of literacy best practices and literacy assessments.
- Demonstrated understanding of adult learning theory, change management and program development/education reform.
- Demonstrated understanding and appreciation of diversity.
- Demonstrated instructional leadership skills including the ability to articulate a clear vision for a district literacy program and move toward full implementation of an initiative.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, E-mail and general office equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Curriculum and Instruction, Executive Director	3066

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Content Coordinators	4	071002
	Administrative Assistant	1	070716
	Literacy Interventionists	10-15	

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.
- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for developing, administering, monitoring, coordinating and initiating requisitions for the district literacy budgets including but not limited to READ Act funds, School Readiness funds and additional grants; directing monies to schools for building level professional development, and directing budget analysis

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feel	X			
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			

Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	