

Ravenswood City School District

Position Description

TITLE: Literacy/English Language Development Coordinator

Job Purpose Statement:

Under the direct supervision of the Director of Curriculum & Instruction, the Literacy Coordinator assists in administering, monitoring, and implementing high quality instruction and effective classroom implementation of Common Core State Standard aligned adopted curricula.

Essential Job Functions

- Provides leadership to staff and collaborates with site and district leaders in assuring effective and rigorous curriculum and instruction practices are ongoing in all classrooms.
- Guides the staff in the process of implementing literacy and English Language Development curricula and all ancillary support materials.
- Guides the staff in the process of using relevant data to arrive at informed choices in making and adjusting instructional decisions and practices, and assigning interventions.
- Guides the staff in designing and implementing data-based interventions for students in literacy and English Language Development, and evaluating their effectiveness, within a Multi-Tiered System of Supports.
- Assists teachers in their classrooms through demonstrating, modeling, peer observations, and discussions of student work.
- Works with instructional leaders at the site and district levels, including instructional coaches, principals, teacher leaders, coordinators, etc., to build capacity for instructional leadership.
- Provides leadership to staff in the development of effective follow-up professional development through meetings in small and whole groups, curriculum teams, or grade levels and/or individually to support instruction and intervention programs.
- Assists the Director of Curriculum & Instruction with materials preparation for the Williams Review process.
- Conducts professional development workshops and/or institutes in accordance with state and federal mandates and specific grant requirements as well as specific district and site based needs around the core curriculum.
- Provides information to staff about professional development opportunities outside of the district that are in alignment with district and site goals.
- Assists the Director of Curriculum & Instruction in establishing criteria and overseeing the selection of new instructional materials, coordinating the procurement and distribution of new textbooks, maintaining accurate inventory of all district textbooks, developing criteria for consistent use of textbooks across the district to ensure equity for all students.
- Perform other related and specialized duties as assigned.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:**

- Common Core State Standards, ELA/ELD Framework, ELD Standards, Positive Behavioral Intervention and Supports (PBIS), Response to Intervention/Multi-Tiered Systems of Support, and Universal Design for Learning and backwards unit and lesson design experience.
- Pedagogy, curricular programs (Balanced Literacy practices including Reading and Writing Workshop), relevant assessments (Fountas & Pinnell BAS, running records, CAASPP, ELPAC, etc.), and supplementary materials for historically underserved populations, English and Standard English Learners.
- Methods and frameworks for professional development facilitation, adult learning, and observation-based coaching cycles.
- Principles and practices of organization and leadership.
- Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff.

- **ABILITY TO:**

- Determine staff development needs and develop strategic plans to meet those needs.
- Serve as a positive leader in the District.
- Plan, organize, and complete multiple projects simultaneously, meet deadlines, regularly evaluate outcomes, respond to requests (primarily email) in a timely manner, particularly requests to read and interpret instructional guidance and disseminate information to teacher coaches and site leaders.
- Maintain a learner stance within departments and stakeholder groups and collaborate with multiple stakeholders across content areas, administrators, district support, and other partners.
- Prepare and deliver clear and concise presentations (oral and written) to a variety of audiences (colleagues, cross-department personnel, teachers, teacher coaches, administrators, etc.), particularly around instructional materials, guidance, and strategies.
- Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
- Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
- Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
- Meet District standards of professional conduct as outlined in Board Policy.

- **EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree from an accredited college or university; Master's degree preferred.
- Five (5) years of successful classroom teaching experience and strong pedagogical, and content knowledge.
- Coaching experience, specifically in observation-based coaching cycles.
- Experience facilitating professional development and application of adult learning theory, or success in a site leadership role.
- Experience with priority instructional strategies across academic content areas.

- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Valid California Teaching Credential with English Learner authorization
- Valid California Administrative Services Credential preferred
- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Working Conditions:

- **ENVIRONMENT:** Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Driving a vehicle during adverse weather conditions.

Reports to:

- Director of Curriculum & Instruction

Work Year:

- 11 months

Salary Placement:

- Range 6 of Management Salary Schedule

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Certificated Management.