

# MONTEREY COUNTY OFFICE OF EDUCATION

## DIRECTOR OF LANGUAGE AND LITERACY EDUCATIONAL SERVICES

**CLASSIFICATION:** Certificated Management

**SALARY LEVEL:** 80

**WORK YEAR:** 225

### **DEFINITION:**

Under the direction of the Assistant Superintendent and Senior Director for Educational Services, the Director of Language and Literacy is responsible for directing the operations and leading the activities of the TK-12 Language and Literacy program with a specific emphasis on English Learners to ensure smooth, effective and efficient program operations; collaborates within the Educational Services Division; participates in Curriculum Leadership Council (CLC); participates on the Educational Services Leadership Team; supervises and evaluates the performance of assigned personnel.

### **SUPERVISOR:**

Assistant Superintendent and Senior Director, Educational Services

### **POSITION(S) SUPERVISED:**

Management, Educational Specialist Language and Literacy: Elementary, Educational Specialist Language and Literacy: Secondary and classified staff assigned

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position of Director of Language and Literacy that includes but is not limited to:

- Plan, organize, and direct the operations and activities of the Monterey County Office of Education's implementation of Language and Literacy programs; monitor program work flow; review and evaluate work products, methods and procedures; oversee program activities to ensure compliance with State and Federal policies, ordinances, rules and regulations.
- Develop and interpret legal documents related to Language and Literacy activities; review and edit program guidelines to ensure alignment with the Monterey County Office of Education's Mission, Vision, and Core Values; compiles an annual report including progress on strategic planning goals, accomplishments, or other relevant information as needed.
- Cultivate relationships with Monterey County school districts, local institutions for higher education, and other community partners; create and develop outreach activities to increase Language and Literacy activities including special focus on English Lerner activities countywide; provide technical assistance to district and site administrators regarding the best practices for the implementation of

Language and Literacy programs and their connections to supporting youth to be college and career ready.

- Provide content area and technical expertise to the Assistant Superintendent of Educational Services regarding Language and Literacy initiatives, statewide programs, and other outreach activities; develop, create, and lead the implementation of professional learning opportunities, technical assistance, and innovative proprietary resources to support Monterey County school districts in the implementation of Language and Literacy programs.
- Directs, evaluates, coaches, and trains staff within the Language and Literacy team; recruit, interview and recommend candidates for final-round interviews; recommends commendations, improvements, reassignments, terminations, and disciplinary actions with staff assigned.
- Develop, prepare, and monitor the annual budget for Language and Literacy; analyze and review financial data; control and authorize expenditures related to the Language and Literacy Cost Center with established protocols and policies.
- Serve as a liaison and coordinate communications, activities and information related to Language and Literacy between County Office administrators, personnel, school districts, outside organizations and the public; establish, support, facilitate and maintain partnerships; serve on State and County committees as required; serve on task forces developed focusing on Language and literacy and especially English Learners.
- Provide direction to school leadership teams through professional development coaching, mentoring, and serving as a content expert to assist schools and districts with initiatives focused on improving student achievement specifically incorporating strategies to assist in the language proficiency of English Learners
- Serve as the Title III lead; provide technical assistance to districts in their implementation of Title III funding
- Directs, plans, and organizes the countywide Bilingual Coordinator's Network as well as the English Learner Network; communicates and supports districts in the implementation and monitoring of English Learner compliance programs
- Compile, review and analyze a variety of technical data and information related to assigned subject area or instruction-related program
- Coordinates implementation of Next Generation English Language Development (ELD) through technical assistance, training, and support to county districts
- Prepare and maintain a variety of records and reports related to programs, budgets, school support, partnerships, meetings and assigned activities; prepare and develop proposals as required
- Operate a variety of office equipment including copiers, projectors, audio-visual equipment and assigned software
- Drive a vehicle to conduct work; visit sites and classrooms throughout the county to monitor educational activities and provide technical advice concerning assigned subject area or program and related services
- Train and provide work direction and guidance to assigned personnel as required
- Attend and participate in a variety of meetings, conferences, in-services and committees as directed
- Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

#### **OTHER DUTIES:**

Performs other job-related tasks as required

#### **PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Master's degree from an accredited college or university
- Three (3) years of public education teaching experience in English or ELD working with high percentage of English learners (ELs)
- Two (2) years of public education experience in supervision or administration in schools with high percentage of English learners

### **Knowledge of:**

- Curriculum design, planning, development, implementation and evaluation for English language learners
- Assessments for English learners (e.g., California English Language Development Test [CELDT], ELD Portfolios, etc.)
- Relevant research, emerging developments and mandates in the field
- Essential elements for effective professional learning programs
- Techniques for working effectively with groups in workshops, meetings, committees, councils and advisory boards
- Experience using effective research-based ELD and Specially Designed Academic Instruction in English (SDAIE) instructional practices
- Pedagogical understandings of how children learn and develop language
- Learning resources (national, state, and local) that are available for use in support of English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects
- Role of technology in supporting English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects instruction
- Pertinent laws and regulations of the California Department of Education (CDE)
- Current administrative operation of California Public Schools

### **Skills and Abilities:**

- Demonstrate effective instructional leadership in English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects Framework
- Effectively involve people in decision making
- Analyze program goals and accomplishments and promote integration with other initiatives, as appropriate

- Use appropriate technology for information processing
- Organize time to accommodate program activities and district requests
- Conduct/present effective professional development programs
- Design and implement instructional programs which meet the needs of a culturally and linguistically diverse student populations
- Organize, implement and evaluate professional learning for staff
- Interact with and maintain cooperative relationships with all levels of the public
- Communicate effectively in the English language both orally and in writing
- Translate research-based theory into classroom instructional practice
- Synthesize complex information and important understandings in the assigned disciplines
- Support teachers and administrators in analyzing and evaluating current programs and plan results oriented program improvement
- Effective use of industry standard software for presentations, document creation, and budgeting

### **Desirable Qualifications:**

- Doctoral degree in a relevant field
- Knowledge of grant writing/application development process
- Possess a Bilingual Authorization, English Learner Authorization or Crosscultural, Language, and Academic Development (CLAD) Certificate
- Bilingual/Biliterate in Spanish
- Bicultural

### **Licenses and Certifications:**

- California Administrative Services Credential
- California Driver's License with evidence of insurability