

MONTEREY COUNTY OFFICE OF EDUCATION

EDUCATIONAL ADMINISTRATOR LANGUAGE AND LITERACY EDUCATIONAL SERVICES

CLASSIFICATION: Certificated Management
SALARY LEVEL: 79
WORK YEAR: 220

DEFINITION:

Under the direction of the Assistant Superintendent or Senior Director for Educational Services, the Educational Administrator for Language and Literacy is responsible for working collaboratively in providing instructional leadership, administrative assistance, staff development activities, and support services in reading and language arts reach high standards of academic achievement. In accordance with federal and state legislation, policies, and guidelines, assists administrators and teachers to implement instructional programs in reading and language arts, providing technical assistance and consultation services to schools, and administers other programs as requested by the Assistant Superintendent or Senior Director.

SUPERVISOR:

Assistant Superintendent or Senior Director of Educational Services

POSITION(S) SUPERVISED:

Management, certificated 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 that includes but is not limited to:

- Provides leadership, technical assistance and support regarding development and implementation of effective Language Arts programs
- Assists and supports school districts and local agencies in the process of planning, coordinating, and evaluating educational programs
- Facilitates effective utilization and exploration of potential and available resources, develops, monitors, and makes appropriate recommendations regarding program budgets
- Coordinates, plans and conducts professional development programs which align District and Monterey County Office of Education goals for building capacity for instructional/administrative effectiveness
- Creates effective communication networks to gather access and disseminate pertinent information

- Provides innovative alternatives to traditional, comprehensive school programs
- Develops, monitors and reviews the attainment of program goals and objectives at county and district levels
- Promotes multilingual, multicultural learning, culturally responsible learning environments
- Reviews, interprets, and implements laws and regulation of the State Department of Education.
- Advises and assists districts in the utilization of instructional materials, organizational processes and current legislation
- Originates, prepares and presents timely and relevant informational and progress reports
- Maintains awareness of and ensures 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 duties 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 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 with major course work in education, public administration or a related field
- Two (2) years of public school experience in administration
- Three (3) years of public school teaching experience with English Learners (ELs)

Knowledge of:

- Bilingual education and second language acquisition
- Needs of English Learners (ELs)
- Pertinent laws and regulations of State Department of Education
- Current administrative operation of California Public Schools
- Legal compliance matters
- Curriculum design, planning, development, implementation and evaluation
- Relevant research, emerging developments and mandates in the field, including the new California English Language Arts/English Language Development Content Standards and state and national

program initiatives in assigned area(s)

- Essential elements entailed in coordinating and presenting effective professional learning for administrators and teachers
- Provide technical assistance and expertise in the development and implementation of effective services for English Learners (ELs)
- Design and implement instructional programs which meet the needs of a culturally and linguistically diverse student population
- Interact with and maintain cooperative relationships with all levels of staff and the public
- Work effectively with groups in committees and workshops
- Effectively involve people in decision making
- Organize, conduct, implement, and evaluate staff development programs with attention to detail and to necessary follow-up procedures
- Support and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Organize time to accommodate program activities and district requests
- Develop and monitor budgets
- Use appropriate technology for information processing
- Analyze program goals and accomplishments and promote integration with other initiatives, as appropriate

Desirable Qualifications:

- Doctoral degree in a relevant field
- Knowledge of grant writing/application development process
- Bilingual/Biliterate in Spanish
- Bicultural

Licenses and Certifications:

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