

MONTEREY COUNTY OFFICE OF EDUCATION

EDUCATIONAL ADMINISTRATOR LITERACY, ENGLISH LEARNER (EL) EMPHASIS EDUCATIONAL SERVICES

CLASSIFICATION: Certificated Management

SALARY LEVEL: 78

WORK YEAR: 227

DEFINITION:

Under the direction of the Assistant Superintendent or Senior Director for Educational Services, the Educational Administrator of Literacy, English Learner Emphasis is responsible for working collaboratively to provide visionary leadership in the curriculum development, implementation, and evaluation of English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, instructional materials and programs for transitional kindergarten through twelfth grade through the lens of English learners; collaborating with state, district, local, and communities to support programs and services for English Learners (ELs).

SUPERVISOR:

Assistant Superintendent or Senior Director, 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 instructional leadership in curriculum development, implementation, and evaluation of English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects instructional programs for transitional kindergarten through twelfth grade through the lens of English learners
- Assists in the development of Integrated and Designated English Language Development (ELD) lessons and instructional materials in core content areas
- Utilizes EL student achievement data to work with the Educational Services Department and Monterey County districts to plan for, coordinate, and conduct high quality professional learning in Common Core State Standards (CCSS) English Language Arts (ELA) and Literacy in History/Social Studies, Science, and Technical Subjects for teachers and administrators that results in improved classroom instruction in the service of ELs
- Coordinates and assists with implementation of Next Generation English Language Development (ELD) through a comprehensive system of support for ELs
- Serves as Title III lead and provides assistance to schools and districts receiving Title III or other funding to support English language learners
- Supports districts in the implementation and monitoring of EL compliance programs and convenes, plans and

facilitates Monterey County Bilingual Coordinator's Network meetings

- Develops and monitors budget related to the support of EL curriculum and staff development activities
- Maintains current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, state and federal laws, codes and regulations and those effecting English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects education as it impacts ELs
- Trains, supervises and evaluates assigned certificated and classified staff
- Serves on local and state committees as assigned
- 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 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 with emphasis in literacy development and/or English learner language development
- 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

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