

Sacramento County Office of Education Job Description

Classification Title: Director II, English Language Arts

DEFINITION

Under general direction, develops, plans, coordinates, manages and provides professional development activities and coaching in English Language Arts for teachers; oversees and coordinates statewide grants and projects; maintains general oversight of online registration and attendance; oversees the development and delivery of these and related programs; provides technical assistance to Local Education Agencies; develops content courses for online providers; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Education Services

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Develops, plans, organizes and coordinates professional learning activities and coaching in English Language Arts for teachers, coaches, and administrators in grades TK-12; provides technical assistance for identified Local Education Agencies (LEAs) and schools to support the implementation of English Language Arts grade level and intervention programs; assists schools in developing coordinated school wide planning; organizes and implements a systematic and sustained approach to professional development; assists district and charter school site leadership teams, literacy and intervention coaches, and classroom teachers to implement research-based practices; assists districts and schools to implement California State Board adopted Frameworks and Content Standards across the system; provides technical assistance and support to educational staff at identified LEAs and schools as needed; establishes and maintains effective communication and cooperative working relationships with clients, staff and other state, regional and local agencies; works across county office agencies and with statewide organizations on large-scale project and policy development and implementation; prepares reports; maintains program files and record keeping systems; prepares and monitors budgets and expenditures as requested; selects, trains, supervises and evaluates the performance of professional, technical, and clerical staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California Administrative Services Credential and a valid California multiple subject or single subject teaching credential based on a bachelor's degree in education or other field related to English Language Arts; successful experience in the development, administration and monitoring of English Language Arts curriculum and instructional programs in elementary or secondary grades; progressively responsible experience in providing professional learning in English Language Arts for grades TK-12; experience working in schools as an outside agent.

Knowledge of:

California English Language Arts Content Standards and Curriculum Framework; English Language Development Standards and Curriculum Framework; teaching and assessment best practices; principles and practices of adult learning theory; effective staff development methods; barriers associated with implementing curricular and instructional programs; state and local agencies and organizations participating in curriculum and instructional activities and programs; effective communication and collaboration strategies; principles and best practices related to educational data collection and data-driven decision making; funding, budget development and principles of grant management; methods of effective supervision including personnel selection, training, observation, assessment, and evaluation practices.

Skill and Ability to:

Provide direction and positive leadership; plan, develop, implement and evaluate curriculum, technical assistance, instructional services and professional learning strategies; prepare, monitor and maintain budgets; advise and assist schools and LEAs with curriculum and instructional programs; collect, analyze, and interpret data to ensure continuous program improvement; work cooperatively and effectively with individuals and groups; select, train, and supervise staff; develop measurable goals and objectives, set priorities, monitor expenditures and evaluate progress towards achievement; collaborate with external partner agencies to develop proposals, submit applications, and manage large-scale regional and state-wide contracts, grants and projects; organize and prioritize work; exercise a high degree of judgment and utilize various strategies in working with various educational partners; model strong interpersonal skills using tact, patience, courtesy, and culturally appropriate supports; establish and maintain cooperative and effective working relationships and communication with individuals and groups from diverse backgrounds; communicate accurately and effectively in both oral and written form; effectively transmit knowledge and skills to staff and a variety of educational partners; analyze situations accurately and adopt an effective course of action; develop and meet schedules and timelines; integrate the use of technology to enhance job performance; select, train, supervise, and evaluate the work activities of assigned staff; prepare, monitor and maintain budgets; meet reporting requirements and maintain required records; operate standard office equipment and use standard software applications, including video-conferencing platforms.

Other Characteristics

Possession of valid California driver's license; willingness to travel locally using own transportation and willingness to travel within the state as required.

6/2024