

**Sacramento County Office of Education Job Description**  
**CLASSIFICATION TITLE: Curriculum Specialist, Reading Language Arts**

**DEFINITION**

Under general direction, develops, coordinates, and delivers professional learning, technical assistance, and instructional support services for school and district educators to enhance the planning and improvement of reading and language arts educational programs. Performs other related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

**SUPERVISION OVER**

Technical and clerical personnel

**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, facilitates, and provides professional learning in reading language arts, literacy, and English language development (ELD) to educators; supports school districts and other agencies to plan, organize, and promote research-based instructional practices related to implementation of state curriculum standards and frameworks; consults on curriculum selection and development, and alignment of materials with state frameworks; serves and participates in related statewide workgroups and committees, local networks, and communities of practice; consults on state curricular frameworks, content standards, and accountability measures; provides guidance and support to local education agencies on designing and implementing a comprehensive assessment system including universal screening and early literacy assessments; assists school sites and districts with analyzing student performance assessment data and developing instructional plans; provides direct support and coaching to instructional staff on evidence-based literacy practices; advocates for research-based curricular changes and modifications to support student achievement and advance literacy skills through the use of evidence-based practices, activities and interventions, including pre-literacy skills, reading, and writing; presents information to local, state and national educational groups and the legislature; maintains current knowledge of research and best practices related to reading, language arts, and English language development.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

Possession of a valid California Multiple Subjects teaching credential with authorization to provide instruction in ELD; recent leadership experience at the district level or higher in the development, delivery, and coordination of reading, literacy and ELD professional learning programs, including coaching and support; advanced training in reading and language arts required; administrative credential desirable.

**Knowledge of:**

California standards, frameworks, and curriculum related to reading, language arts, and ELD; research-based practices in reading, language arts, and ELD instruction and assessment; components of evidence-based reading instruction; current reading and language arts and ELD research; effective reading, language arts and ELD professional learning programs; principles of professional learning and training; interpersonal skills using tact, patience and courtesy; standard software applications including video-conferencing platforms.

**Skill and Ability to:**

Plan, coordinate, and manage professional learning activities including large-scale trainings and events; effectively communicate knowledge and skills to others in both oral and written form and present information to diverse groups; manage the work, set priorities, and evaluate progress toward outcomes; establish and maintain cooperative working relationships with individuals and groups from diverse backgrounds; organize work to meet strict deadlines; collect and analyze data; maintain accurate and accessible records; operate office equipment and use standard software applications, including video-conferencing platforms.

**Other Characteristics**

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

10/2024