

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – ENGLISH LANGUAGE ARTS-LITERACY AND LANGUAGE DEVELOPMENT

BASIC FUNCTION:

Under the direction of an assigned supervisor, provides leadership and oversight in the planning, implementation, and assessment of staff development programs focused on literacy education, language development and multilingual literacy; focuses on aligning programs with State and federal mandates, Local Educational Agency (LEA) needs; provides technical, specialized, consultative, advisory and planning services in English language development and multilingual literacy; provides direction and leadership to interpret data in the development and implementation of strategic plans for schools; serves as a resource to program representatives and the Santa Clara County Office of Education (SCCOE); provides general oversight with the implementation of various grants supported by the SCCOE.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develops and leads professional development initiatives including designing, coordinating, and leading professional learning opportunities focused on enhancing literacy skills and creating comprehensive literacy plans with Local Educational Agencies (LEA), including integrating evidence-based strategies and pedagogies in English Language Development (ELD), literacy and Communities of Practice (CoP) with a focus on evidence-based strategies in ELD and development of multilingual literacy;

Builds capacity by supporting the development of educators, instructional coaches, and administrators to effectively teach literacy and language skills, emphasizing foundational skills, reading comprehension, and asset-based pedagogy;

Facilitates and participates in professional learning opportunities and CoP aimed at enhancing literacy skills, including Universal Design for Learning, Culturally Sustaining Pedagogy, and Social Emotional Learning within the Multi-Tiered System of Support framework;

Researches and designs professional learning content aligned with State standards, educational frameworks, and best practices in literacy, ELD, and literacy for bilingual and multilingual students;

Develops, coordinates, implements, and assesses staff development aligned with State mandates and LEA needs, including designing assessment instruments and analyzing assessment data to improve instruction and student achievement;

Designs, models, and implements evidence-based strategies in English Language Arts (ELA), literacy, and language development, in alignment with continuous improvement practices ensuring alignment with instructional standards and frameworks;

Research, develops, coordinates, implements and assesses staff development in accordance with State and federal mandates and district/school/curriculum needs for curriculum reform and school development planning, assesses specific needs, develops long and short-term training plans with districts and schools, designs and delivers training modules and materials to develop content and

pedagogical knowledge, observes and coaches teachers, develops assessment instruments, coordinates data collection processes within districts and schools, builds capacity to analyze assessment data to improve instruction and increase student achievement, works with district leaders and school teams to sustain professional development efforts through building local capacity, prepares professional development curriculum to assure compliance with specific mandates;

Provides technical assistance, customized planning, and coaching services to support educators in implementing effective literacy and language development practices aligning with Language Essentials for Teachers of Reading and Spelling and other relevant frameworks;

Supports textbook adoption in LEAs of ELA/ELD textbooks, ensuring alignment with standards and effective pedagogical approaches;

Engages in professional administrative tasks, including data collection, budget tracking, report preparation, and compliance documentation;

Prepares accurate and timely reports related to the progress and outcomes of literacy and language programs, as required by grant programs and funding sources;

Ensures alignment with the requirements of various grant programs specially related to literacy and language initiatives;

Collaborates with specialists to ensure seamless coordination of literacy initiatives and adherence to grant program guidelines.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

K-12 curriculum and public-school environments;

Literacy and Language Frameworks – California English Language Arts/English Language Development Framework, Common Core State Standards in ELA/Literacy, and Language Essentials for Teachers of Reading and Spelling Instructional Strategies – K-12 instructional strategies, research-based best practices, integrated English Language Development, and disciplinary literacy;

Educational frameworks including Multi-Tiered Systems of Support, Universal Design for Learning, Cultural Sustaining Pedagogy, Social Emotional Learning, and learning acceleration;

Understanding of diverse academic, cultural, disability, and ethnic backgrounds of students;

Reflective practices and its implication on continuous improvement;

Current trends and issues in California public education, including accountability systems and systems of support;

Collecting, assembling, describing, interpreting data, and reporting programmatic outcomes;

Budget preparation and control;

Technical aspects of field of specialty;

Oral and written communication skills;

Applicable laws, codes, regulations, policies, and procedures;

Interpersonal skills using tact, patience, and courtesy;

Operation of a computer and assigned software.

ABILITY TO:

Research, develop, coordinate, and assess staff development aligned with State mandates and LEA needs, and grant program requirements;
Address the needs of diverse student populations, including English learners and students with special needs;
Serve as a resource to program representatives and the SCCOE;
Coordinate large professional development institutes and conferences;
Communicate effectively both orally and in writing;
Interpret and apply rules, regulations, and procedures;
Establish collaborative relationships and work effectively with others;
Analyze situations accurately and adopt effective courses of action;
Manage schedules, timelines, records, and files;
Prepare comprehensive narrative and statistical reports;
Work independently with little direction;
Plan and organize work;
Maintain records and files;
Prepare comprehensive narrative and statistical reports.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence;
Models inclusive, effective, and authentic communication;
Applies knowledge of the intersectionality of race, equity, and inclusion;
Builds and sustains positive, trusting relationships;
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Master's degree in education or related field and five (5) years of teaching experience, including increasingly responsible experience conducting professional development activities. Educational Leadership experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Teaching Services Credential (CLAD, or BCLAD, or ELA) or,
Other English Language Authorization
Valid California driver's license

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Seeing to read a variety of materials

Walking, bending, reaching, standing, and stooping

May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 pounds

Dexterity of hands and fingers to operate a computer keyboard

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Khushwinder Gill 9/8/2024 | 6:00 PM PDT
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Approved: Khushwinder Gill, Ed.D. Date
Assistant Superintendent-Personnel Services

DocuSigned by:
Mary Ann Dewan, Ph.D. 9/8/2024 | 11:33 AM PDT
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Authorized: Mary Ann Dewan, Ph.D. Date
County Superintendent of Schools