

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: COORDINATOR – LITERACY EDUCATION 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 and language development; focuses on aligning programs with State and federal mandates, Local Educational Agency (LEA) needs, the requirements of the California Educator Workforce Investment Grant (EWIG) and the Literacy Coaches and Reading Specialists Educator Training (LCRSET) Grant Program, and educational frameworks to promote student success in English Language Arts (ELA), literacy, and English Language Development (ELD).

**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 LEAs, including integrating evidence-based strategies and pedagogies in ELD and 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 Communities of Practice 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 and ELD;

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 ELA, literacy, and language development, in alignment with continuous improvement practices ensuring alignment with instructional standards and frameworks;

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 the California EWIG and LCRSET Grant Program in all aspects of literacy and language initiatives;

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

**OTHER DUTIES:**

Performs other 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 practice 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 Santa Clara County Office of Education (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  
Evening or variable hours to attend meetings or conferences

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information;  
Seeing to read a variety of materials;  
Walking, bending, reaching, standing, and stooping;  
Sitting for extended periods of time;  
May require occasional lifting/lowering, pushing, carrying, or pulling up to 20lbs;  
Dexterity of hands and fingers to operate a computer keyboard.

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*Larry Oshodi*  
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Approved:

Larry Oshodi  
Assistant Superintendent-Personnel Services

Date

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*Mary Ann Dewan, Ph.D.*  
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Authorized:

Mary Ann Dewan, Ph.D.  
County Superintendent of Schools

Date