

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: LITERACY EDUCATION AND LANGUAGE DEVELOPMENT SPECIALIST

BASIC FUNCTION:

Under the supervision of an assigned coordinator, the Literacy Development and Language Education Specialist performs specialized duties to support the planning, implementation, and assessment of staff development. This role focuses on the areas of English Language Arts (ELA), literacy, and English Language Development (ELD) in alignment with State and Federal mandates, district/school needs. The Specialist engages in a wide range of professional administrative tasks to ensure the successful execution of literacy and language development initiatives.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Supports the Implementation of Literacy Plans, including those in dual immersion schools;

Collaborates with districts and schools to assist in the development and execution of effective research-based literacy plans that are inclusive of and responsive to the needs of biliteracy development and culturally and linguistically responsive;

Facilitates and participates in developing professional learning opportunities focused on enhancing literacy skills, including Universal Design for Learning (UDL), Culturally Sustaining Pedagogy (CSP), and social-emotional learning (SEL) within the Multi-Tiered System of Support (MTSS) framework;

Leads and supports Communities of Practices (CoPs), including CoPs specifically designed for dual language leaders to strengthen instructional leadership, promote biliteracy, and align practices with the goals of State Literacy Plan;

Builds the capacity of teachers, instructional coaches, and administrators to elevate literacy skills for all students, emphasizing foundational skills, reading comprehension, asset-based pedagogy, and SEL;

Designs, models, and implements evidence-based strategies in ELA, literacy, biliteracy, and English language development (ELD), engaging in continuous improvement practices with schools and districts;

Provides technical, specialized, consultative, advisory, and planning services in ELA, literacy/biliteracy, and English language development, aligning with Language Essentials for Teachers of Reading and Spelling (LETRS) and other relevant biliteracy frameworks;

Develops in-person and online training courses focused on enhancing literacy/biliteracy skills for students, especially those facing challenges in reading;

Supports and guides districts in the adoption of ELA/ELD textbooks, ensuring alignment with standards and effective pedagogical approaches;

Literacy Education and Language Development Specialist - continued**Page 2**

Engages in a wide range of 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;

Collaborates with coordinators 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:**

Literacy and Language Frameworks – California English Language Arts/English Language Development Framework, Common Core State Standards in ELA/ELA, and Language Essentials for Teachers of Reading and Spelling (LETRS), Dual Language Guiding Principles;

Instructional Strategies – K-12 instructional strategies, research-based best practices, integrated English Language Development, and disciplinary literacy/biliteracy;

Educational Frameworks – Familiarity with educational frameworks such as MTSS, UDL, CSP, SEL, and learning acceleration;

Diverse Student Backgrounds – Understanding of diverse academic, cultural, abilities, and ethnic backgrounds of students;

Data Management – Data collection, analysis, and reporting to ensure accurate tracking of programmatic outcomes and adherence to grant program guidelines.

ABILITY TO:

Research, develop, coordinate, implement, and assess staff development aligned with State mandates, district/school/curriculum needs, and grant program requirements;

Design, plan, and deliver professional development in English Language Development for teachers and administrators across various grade levels and content areas, literacy and biliteracy;

Address the instructional needs of bilingual/multilingual learners and students with identified special needs;

Serve as a valuable resource to program representatives and the Santa Clara County Office of Education (SCCOE);

Coordinate and execute large-scale professional development institutes and conferences;

Communicate effectively, both orally and in writing, ensuring clear and concise information dissemination;

Establish and maintain collaborative and effective working relationships with diverse stakeholders;

Utilize computer skills and office equipment for efficient operation in administrative tasks;

Plan and organize work to ensure systematic and effective implementation of literacy and language initiatives;

Maintain accurate records and files to track progress and compliance with educational regulations;

Prepare comprehensive narrative and statistical reports for documentation and evaluation purposes;

Read, comprehend, and interpret relevant state and federal laws, rules, regulations, statutes, and ordinances;

Facilitate meetings and present information to groups virtually and in person, fostering a collaborative learning environment;

Demonstrate cross-cultural sensitivity and respect in all interactions;

Drive to various school districts/job locations to provide support and training;

Provide coaching support to districts and schools, implementing a comprehensive professional learning system and language enrichment;

Demonstrate 21st-century skills (4Cs – Communication, Collaboration, Critical Thinking, and Creativity) during professional development sessions;

Apply Universal Design for Learning, culturally and linguistically sustaining pedagogy, and technology to enhance instructional strategies;

Develop innovative instructional materials, including videos, print materials, and project evaluation tools;

Provide technical, specialized, consultative, advisory, and planning services in literacy and language development.

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 understanding of how identities and experiences influence access and opportunity to inform practices and decisions;

Builds and sustains positive, trusting relationships;

Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree from an accredited college or university with major coursework in literacy and language development, or related field and five (5) years of teaching experience, working with diverse communities, which includes at least one (1) year of experience facilitating professional development. Some administrative experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential*

Valid California Teaching Credential

Valid California driver's license

*Applicants enrolled in an Administrative Services Credential Program may be considered.

WORKING CONDITIONS:**ENVIRONMENT:**

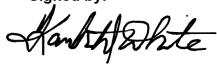
Office environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;

Dexterity of hands and fingers to operate a computer keyboard (e.g., take notes and write observation summaries);
Standing for extended periods of time (up to 4 hours);
Reaching with hands and arms overhead, above the shoulders, and horizontally; stoop, kneel, or crouch;
Lifting, moving, and transporting office/training materials, weighing up to 20 pounds;
Ability to read fine print, prepare and proofread documents.

	Signed by:  DBF949FE8CD4401	7/29/2026 5:59 PM PDT
Approved:	Kanika D. White, Ed.D. Associate Superintendent-Human Resources	Date
	Signed by:  AEFF8FA0C5E741B...	7/29/2026 4:59 PM PDT
Authorized:	Dr. David M. Toston, Sr. County Superintendent of Schools	Date

Revised 7/25/25: Job duties updated
Revised 7/28/26: Removed language related to grants