

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TECHNICAL ADVISOR - EXPOSITORY READING AND WRITING CURRICULUM (ERWC)

BASIC FUNCTION:

Under the direction of the ERWC County Office of Education (COE) Regional Lead, provides technical guidance, coordination, and programmatic support for the 4-day ERWC workshop series; Serves as a co-lead with the CSU Faculty Workshop Facilitator, ensuring that the training structures align fully with the requirements created by the ERWC/CSU steering committee; Supports the implementation of middle and high school curriculum modules across participating sites.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES

Collaborates closely with the ERWC COE Regional Lead, CSU Faculty Workshop Facilitator and CSU EAP Coordinator to coordinate, schedule and facilitate the 4-day ERWC workshop series;

Acts as a resource for educator attendees;

Provides coaching support for educator attendees;

Maintains operational files, answer inquiries, and prepare physical or digital materials required for workshop delivery.

OTHER DUTIES

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Core frameworks and pedagogical approaches of the Expository Reading and Writing Curriculum (ERWC);

Training and workshop structures established by the ERWC/CSU steering committee;

Requirements and qualifications for secondary school ERWC curriculum instructors.

ABILITY TO:

Provide specialized technical advice regarding ERWC curriculum modules;

Establish positive, trusting working relationships with the ERWC COE Regional Lead, CSU Faculty Workshop Facilitator and CSU EAP Coordinator;

Operate standard office equipment and manage training records efficiently;

Communicate effectively both orally and in writing with diverse educational stakeholders.

EDUCATION AND EXPERIENCE:

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Any combination equivalent to:

Bachelor's degree in Education, English, Curriculum and Instruction, or a closely related field;

Three years of professional experience in secondary education, with direct experience utilizing or coordinating the ERWC curriculum.

LICENSES AND OTHER REQUIREMENTS

Valid California Teaching Credential or equivalent professional credential.

Valid California Driver's License.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard;

Seeing to read a variety of materials.

HAZARDS:

Slipping, tripping, falling;

Ergonomic injuries, repetitive motion injuries, eye strain;

Indoor air pollution.

	Signed by:  DBF949FF8CD4401...	8/13/2026 3:11 PM PDT
Approved:	Kanika D. White, Ed.D. Associate Superintendent-Human Resources	Date
	Signed by:  AEFF8FA0C5E741B...	8/13/2026 2:54 PM PDT
Authorized:	Dr. David M. Toston, Sr. County Superintendent of Schools	Date