

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Literacy Director

Reports to: Executive Director, Instructional Support Services

POSITION SUMMARY

Manage the Pre-K-12 design and coordination of literacy best practices and assessment, including instruction, training and support.

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 20% Collaborate with District Administrators in the alignment of K-12 literacy curriculum, evaluation of literacy programs, and assessment of student achievement in literacy.
- W 15% Advises District Administrators on best practices in comprehensive, balanced literacy instruction, including the design and implementation of effective literacy practices for continued curriculum and instructional improvements.
- M 5% Performs long-range planning strategies, including budget preparation and monitoring, and determining staffing needs.
- D 25% Supervise Literacy Coaches, selected Literacy Specialists, and Interventionists, ensuring alignment of literacy curriculum, instruction and assessment in the District's standard-based system. Also participates in the hire and evaluation of Coaches, Specialists, and Interventionists.
- M 10% Oversee the design, coordination, and deliver of needs-based literacy training to all levels of literacy staff; includes training in Principles of Literacy.
- Q 15% Manages the collection and analysis of literacy assessment data for use in determining future Literacy curriculum programming and initiatives.
- M 10% Recommends literacy materials and instructional methodology at the District and site levels. Contributing member of District Language Arts Curriculum Council, determining common goals and measures to improve literacy curriculum and instruction in the District.
- 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Administrator's License and Master's Degree in Education or related field of study, with emphasis in Reading, Writing, and Language Development

MINIMUM EXPERIENCE

Five years of contracted teaching experience, preferably in more than one education level
Five years experience working with comprehensive Literacy practices
Three years experience in K-12 literacy instruction, assessment, and staff development
One year experience working with Title I programming/funding

SKILL REQUIREMENTS

Computer applications skills: Microsoft Office
Working knowledge of literacy theories, best practices, and assessments for all grades/abilities
Problem solving, organizational, & analytical skills, including budget oversight.
Excellent verbal and written communication skills
Excellent group facilitation skills
Excellent customer service skills

GENERAL EXPECTATIONS

Is flexible.
Has the ability to work cooperatively with supervisors and co-workers.
Has the ability to understand and follow complex oral and written instructions.
Has the ability to perform responsibilities without the necessity of close supervision.
Has the ability to effectively communicate with the school district community.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION

- ◆ Administrator's License
- ◆ Colorado Teacher's License
- ◆ Valid Colorado Driver's License

ESSENTIAL ENVIRONMENTAL DEMANDS - Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

- ◆ Occasional lifting five (5) to fifty (50) pounds.
- ◆ Frequent sitting, bending, stooping, walking, standing, kneeling, squatting, and reaching.

SUPERVISORY DUTIES

- ◆ Direct supervision of up to three Classified support staff;
- ◆ Direct supervision of Literacy Coaches assigned to individual schools
- ◆ Indirect supervision of Literacy Specialists and Interventionists assigned to individual schools

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.