



Leadership • Collaboration • Support

JOB TITLE: Coordinator, Language, Literacy, and Continuous Improvement

Administrative Salary Schedule A, Range 9

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Utilizes knowledge of improvement science practices and strategies to lead and support technical assistance and Differentiated Assistance related to English Language Development, literacy, student achievement, assessment, and direct program supervision to Local Education Agencies (LEAs) in Solano County. Serves as a regional and state-wide leader representing the Solano County Office of Education in Improvement Science professional learning and coaching. Plans, organizes, and implements long and short-term programs and activities designed to improve instruction and increase academic achievement of TK-12 students, related to district, state and federal initiatives.

JOB REQUIREMENTS AND QUALIFICATIONS

Required:

- A California Administrative Credential.
- Extensive knowledge, work experience, and demonstrated leadership, in the field of English Language Development and Improvement Science.

Desired:

- A master's degree in education or related field.
- Three years of instructional leadership, curriculum and instruction, professional learning and/or instructional coaching.

ESSENTIAL DUTIES:

- Utilizes Improvement Science methods and strategies to lead and support technical assistance and Differentiated Assistance to local LEAs.
- Serves as the primary instructional trainer or coach for assigned district programs.
- Provides effective instructional practice and intervention structures to address student learning and implements plans for meeting district and school site goals, especially in English Language Development and literacy.

- Uses research on high performing schools and applies methodologies and protocols to align instructional practice that create school cultures which focus on student learning.
- Develops and implements professional learning training sessions for a variety of local, regional, and state-wide audiences.
- Plans, organizes, and implements the delivery of district support for the implementation of Differentiated Assistance and/or areas of need as identified by the California School Dashboard.
- Facilitates the work of district and site teams to collect and analyze qualitative and quantitative data related to instructional and learning feedback loops to achieve system level improvement.
- Leads SCOE networks, Communities of Practice, and consortia.
- Maintains professional competencies in areas of assigned responsibilities.
- Creates and meets timelines for all projects.
- Plans goals which support and are consistent with the goals of the Superintendent and the County Office. May represent the County Office of Education at state and agency meetings.
- Writes grants and supports their implementation.
- Develops and monitors program budget; controls and authorizes expenditures in accordance with established parameters.
- Participates as a critical member of SCOE Local Control Accountability Plan (LCAP) Network and Curriculum Council by staying current with educational trends and initiatives.
- Serves as a member of the Management Advisory Council (MAC) of the Solano County Office of Education.

MARGINAL DUTIES

Performs other duties as assigned.

SUPERVISION RECEIVED

Limited and general supervision.

SUPERVISION EXERCISED

Supervises staff as assigned.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (25%) Sitting (60%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (2)

Pushing and/or
Pulling Loads (1) Reaching
Overhead (1) Kneeling or
Squatting (1)

Climbing Stairs (2) Climbing Ladders (1)