



Leadership • Collaboration • Support

JOB TITLE: Program Manager, Language and Literacy

Administrative A Salary Schedule, Range 7

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides technical assistance and instructional support to Solano County Office of Education (SCOE) and District programs in areas related to English Language Development, student achievement, assessment, and direct program supervision. Serves as the main instructional trainer or coach for assigned district programs. Plans, organizes, and implements long and short-term programs and activities designed to improve instruction and increase academic achievement of TK-12 students in Solano County, related to federal, state, and district initiatives.

JOB REQUIREMENTS AND QUALIFICATIONS

Required:

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

Desired:

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

ESSENTIAL DUTIES

- 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.
- 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 professional learning training sessions and makes various presentations.
- 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.

- Supports districts and sites to conduct instructional and learning observations at school sites and attends related meetings.
- Provides technical expertise, information, and assistance including data analysis for the purpose of compiling reports on qualitative and quantitative trend analysis of student achievement and other effective school indicators.
- Supports districts and sites by facilitating SCOE networks, Communities of Practice, and consortiums.
- Establishes and maintains clear communication and cooperative working relationships with staff, clients, other agencies, and regional and state administrators.
- 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.
- 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)