

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

---

<b>TITLE:</b>	Program Manager, Literacy	<b>REPORTS TO:</b>	Curriculum Leader
<b>DEPARTMENT:</b>	Literacy	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	030 AASD
<b>REVISED:</b>	July 8, 2008		

---

### **BASIC FUNCTION:**

Plan, organize, and direct the literacy department in the development of and support for curriculum in grades K-6; supervise assigned personnel.

### **REPRESENTATIVE DUTIES:**

Plan, organize, and oversee the development of Units of Study for grades K-6; collaborate with the Special Education department and the Office of Language Acquisition to support the unit development. *E*

Plan and facilitate department-sponsored professional development for teachers and administrators for grades K-6. *E*

Collaborate with School Improvement Officers and/or principals to provide assistance and feedback on literacy instruction. *E*

Participate in the development, review, and/or approval of literacy materials for various purposes in the district, including programs such as the Extended Day Reading Program, summer school and intersession, and/or Tier Two or Tier Three instruction within the regular school day. *E*

Oversee and coordinate creation and revision of various assessments for use with the Units of Study (formative, diagnostic, benchmark, and summative); assist in analysis of performance data on benchmark and summative assessments to help direct the department on potential areas of emphasis within the Units. *E*

Represent the department by serving on various committees (Response to Intervention, Standards-Based Report Card, Effective Instructional Practices PD planning Committee, etc.) as directed. *E*

Collaborate with the Assessment Services department on literacy standards and assessment; track and assist with the implementation of the WRAP, Gates-MacGinitie, On-Demand Writing, and literacy benchmark assessments. *E*

Organize the review and selection of English/Language Arts adoptions in grades K-6. *E*

Assist with managing budgets, contract negotiations, materials ordering, and/or distribution of materials. *E*

Supervise, train, and evaluate Literacy department certificated and classified staff. *E*

Communicate with other administrators, personnel, and/or colleagues from other content areas to coordinate activities and programs, resolve issues and conflicts, and exchange information. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Assist with the supervision of the Reading Recovery Program. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in a related field and five years of progressively responsible experience in educational administration and/or instructional improvement programs with an emphasis in literacy programs.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential.  
Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Content and theory of action that drives the development of District Units of Study for grades K-6.  
Response to Intervention model and its application in the District.  
The District's new Comprehensive Assessment System.  
District organization, operations, policies, and objectives.  
Policies and objectives of assigned program and activities.  
Budget preparation and control.  
Oral and written communication skills.  
Principles and practices of administration and supervision  
Applicable laws, codes, regulations, policies, and procedures.  
Interpersonal skills using tact, patience, and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, and administer Literacy program activities for the District.  
Seek out current research and new knowledge about the field and share it with colleagues.  
Supervise, train, and evaluate the performance of assigned staff.  
Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.  
Communicate effectively both orally and in writing.  
Interpret, apply, and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.