SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Program Manager, Literacy
REPORTS TO: Curriculum Leader

DEPARTMENT: Literacy
CLASSIFICATION: Certificated Management

FLSA: Exempt
SALARY GRADE: 030
AASD

REVISED: 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.