

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Site Literacy Administrator	REPORTS TO:	Site Principal
DEPARTMENT:	Office of Instructional Support	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY:	Site Administrator Salary Schedule
REVISED:	April 2, 2004		

BASIC FUNCTION:

Serve as instructional supervisor at an assigned site in the curriculum area of literacy.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Lead and supervise instruction in literacy at assigned site. **E**

Support and coach teachers to improve instructional practices and monitor the achievement of students within the curriculum area. **E**

Lead and organize curriculum department, and implement a quality professional development program. **E**

Work in classrooms on a daily basis (observe teachers, conduct demonstration model lessons). **E**

Meet and plan with teachers on an ongoing basis. **E**

Evaluate teachers within curriculum area in concert with the site principal. **E**

Participate in ongoing centrally-provided professional development activities. **E**

May work with Peer Coach/Staff Developer to organize and implement a site-based quality professional development program.

May evaluate Peer/Coach Staff Developer.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination equivalent to three years of classroom experience; must hold a clear teaching credential. Major or minor in the subject matter is preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of Administrative Services Credential or willingness to concurrently earn this credential through participation in an administrative internship credential program while in the assignment. An administrative certificate, credential, permit, or proof of eligibility for an administrative intern permit from an approved university must be on file with the Human Resource Services Division prior to starting the assignment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Effective, research-based strategies, theories, techniques, and methods of instruction in subject area.
Curriculum development and training.

ABILITY TO:

Coach others.
Make presentations and deliver professional development in subject area.
Communicate effectively both orally and in writing.
Work independently with little direction.
Plan, organize, and manage work.
Evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and make presentations; seeing to read, and write reports; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Issued 8/6/02
Job Code 1361
PH