

ADMINISTRATOR-EARLY LITERACY

DEFINITION

Under the direction of a designated administrator by the Assistant Superintendent of Educational Services, plan, organize, facilitate, and direct operations and activities of assigned programs and functions in support of Early Literacy foundational skills and language art instruction; coordinate communications, personnel and resources to meet the educational needs of students and assure smooth and efficient activities.

REPRESENTATIVE DUTIES- *(Incumbents may perform any combination of the essential functions shown below ((E)). 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.)*

ESSENTIAL DUTIES

- Plan, facilitate, organize and direct operations and activities of assigned programs and functions in support of Early Literacy Foundational Skills and Language Arts; assure proper and timely resolution of issues; assure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures. (E)
- Organize and direct the development and implementation of Early Literacy; assure activities comply with established laws, codes, rules MTSS, and regulations. (E)
- Coordinate communications, resources and personnel to meet student needs and assure smooth and efficient operations and activities; collaborate with administrators, staff, community organizations and others in the development and implementation of Early Literacy activities standards. (E)
- Establish and maintain contact with community organizations, parents and the public to promote involvement in Early Literacy activities; coordinate activities and direct engagement with families, community organizations, and volunteers. (E)
- Provide consultation to administrators, faculty, staff, parents and the public concerning Early Literacy educational services and functions; respond to inquiries and provide detailed and technical information concerning related activities, standards, requirements, educational practices, laws, codes, rules, regulations, policies and procedures. (E)
- Monitor and evaluate Early Literacy for educational effectiveness and operational efficiency; including MTSS, receive and respond to staff and public input concerning related needs; participate in the development and implementation of functions, policies, services and procedures to enhance educational effectiveness and operational efficiency. (E)
- Plan, organize and direct operations, personnel and resources to enhance administrative, faculty and staff understanding of educational practices, curriculum standards, guidelines and requirements related to Early Literacy. (E)
- Coordinate and collaborate early literacy services and instruction with General Education and Special Education staff to align MTSS in the areas of early literacy and language arts. (E)
- Assure adequate resource and inventory levels to meet organizational and student needs; keep administrators current regarding related issues; coordinate purchasing functions, arrange services and develop community resources as appropriate. (E)

STOCKTON UNIFIED SCHOOL DISTRICT

- Plan, organize and implement long and short and long-term programs and activities designed to develop Early Literacy. *(E)*
- Use with fluency current technological devices, their programs and applications. *(E)*
- Drive a vehicle to conduct work. *(E)*
- Attend and conduct a variety of meetings as assigned; prepare and deliver oral presentations concerning operations and activities of Early Literacy. *(E)*
- Perform related duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

- Management of assigned programs, functions or school facility in support of Early Literacy
- Instructional techniques and strategies related to Early Literacy
- Local, State and federal standards and requirements concerning Early Literacy Curriculum interpretation and application of Early Literacy. Policies and objectives of Early Literacy
- Budget preparation and control
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience, and courtesy
- Technical aspects of field of specialty
- Basic public relations techniques
- Current technological devices, their programs and applications
- Public speaking techniques

ABILITY TO:

- Plan, organize and direct operations and activities of GATE and VAPA, in support of a designated area such as special education and court schools
- Coordinate communications, personnel and resources to meet the educational needs of students and assure smooth and efficient activities
- Collaborate with administrators, personnel and outside agencies in the development and implantation of designated educational programs, functions, goal objectives and services
- Provide consultation to administrators, faculty, staff, parents and the public concerning GATE and VAPA service and functions
- Plan, organize and direct operations personnel and resources to enhance administrative, faculty, and staff understanding of educational practices, curriculum standards, guidelines and requirements
- Assure adequate resource, personnel and inventory levels to meet organizational and student needs
- Direct the development and implementation of staff development activities as assigned
- Prepare and deliver oral presentations
- 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
- Use with fluency current technological devices, their programs and applications
- Analyze situations accurately and adopt an effective course of action

STOCKTON UNIFIED SCHOOL DISTRICT

- Meet schedules and timelines
- Work independently with little direction
- Plan and organize work
- Direct and participate in the preparation and maintenance of a variety of reports, records and files.

EDUCATION AND EXPERIENCE

- Possess a master's degree in education or related field and valid California teaching and administrative services credentials.
- Five (5) years demonstrated success in the instructional setting and leadership experiences.

LICENSE AND OTHER REQUIREMENTS

- Valid California Driver license

WORKING CONDITIONS

- Office and classroom environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS

- Position involves standing, walking, stooping and occasional carrying and lifting of lightweight materials (up to 20 pounds)
- Requires visual acuity and depth of perception, recognizing words and numbers
- Hand and finger dexterity and hand/eye coordination to use a computer and common office equipment
- Ability to engage persons during phone conversations and make presentations to individuals or groups
- Dexterity of hands and fingers to effectively use current technological devices
- Hearing and speaking to exchange information
- Seeing to read a variety of materials. Sitting for extended periods of time

SALARY PLACEMENT

Management Team Salary Schedule

Tier 6, Range 03

12 month work year

Board Approved: June 11, 2024