

JOB DESCRIPTION
October 2020

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

DIRECTOR, CALIFORNIA COALITION FOR INCLUSIVE LITERACY

General Purpose:

A Director, California Coalition for Inclusive Literacy (CCIL) is responsible to the County Superintendent and works under the direct supervision of the designated manager. The Director, California Coalition for Inclusive Literacy is responsible for organizing, coordinating and managing the California Coalition for Inclusive Literacy (CCIL), a partnership with the California Department of Education to address the state's five priority areas of literacy-focused professional learning (PL) through a tiered service model of universal, targeted and intensive supports for counties, districts and schools. The Director, California Coalition for Inclusive Literacy plays a key role on CAST's Professional Learning Team and in supporting California's statewide efforts, including targeted assistance to five County Offices of Education. The targeted and broader statewide assistance will focus on the application and adaptation of the Universal Design for Learning (UDL) principles and practices to improve literacy learning for all students, including English learners and students with disabilities. By rooting the technical assistance in the UDL framework as the core lever of change, CAST will address California's goal of fostering inclusive educational and literacy practices in general and special educational settings, as well as increasing educators' capacity to provide supports for students with overlapping educational needs. This is a certificated management position.

Essential Functions and Responsibilities include the following (in conjunction with the Professional Learning Team and under the guidance of the Director of PL) Other duties may be assigned as required:

- Foster an overall atmosphere of respect, creativity, productivity and innovation.
- Hire, train and lead a team of specialists to implement an innovative training and development program in Universal Design for Learning targeting coaches from five County Offices of Education across the state of California and a broader statewide network of practitioners engaged with inclusive practices to meet the needs of all learners.
- Manage and supervise staff and all related administrative and programmatic logistics.
- Design and develop a community of practice for the coaches of the five identified counties that embeds continuous learning and support, preparing them to respond effectively and efficiently to client needs, opportunities and successes with the knowledge and skill associated with standards of excellence.
- Provide leadership in fostering continuous programmatic improvement and development.
- Coordinate all project activities and resources, facilitate planning and delivery of trainings and support to program participants and enable timely communication amongst all parties.
- Ensure that the goals, timelines and objectives of the project are honored and that the management of resources aligns with the objectives of the proposed activities.
- Create and manage long-term term goals; develop and control deadlines, budgets and activities; and manage interventions to ensure that the project is carried out in a timely and effective manner.
- Create and implement systems to document and report on the status of the project throughout its cycle; collaborate with program evaluator.
- Collaborate with key personnel in the state office to design a plan to disseminate best practices statewide.

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- Assume responsibility for communicating around logistics with key personnel at the state and county level, including in preparation and processing of invoices and payments.
- Collaborate and communicate with key CAST personnel in California and Massachusetts.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Master's degree in Education is required.

Experience:

- 15 years of experience in the field is recommended.
- Experience leading a multi-faceted implementation effort, strong interpersonal communication skills, experience in designing innovative educational strategies and in providing strategic guidance to teams in order to deliver results in a timely manner.
- Expertise in literacy and/or English language development preferred.

Knowledge, Skills and Abilities:

- Knowledge of and ability to train others in UDL.
- Ability to interface with key California leaders in both the state and county offices.
- Expertise in project management and proven experience in managerial positions.
- Ability to demonstrate understanding of change management principles.
- Skills and ability to provide outstanding leadership, recordkeeping and organizational skills with a proven ability to problem-solve in high pressure situations.
- Superior communication skills, including listening, demonstrating respect for differing opinions and clarity of both verbal and written expression.
- Ability to foster a collaborative work environment.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California teaching or services credential based upon a bachelor's degree and student teaching.
- Must possess a valid California Administrative Services Credential.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies. Travel within Placer County and surrounding counties is required.

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Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 7

Reviewed and Approved:

Superintendent: 

Date: 10/23/2020

Human Resources: 

Date: 10/16/2020