

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Coordinator of Equity & Early Literacy Programs

CLASSIFICATION: LMA

REPORTS TO: Director of Elementary Education

BASIC FUNCTION:

The Early Literacy Coordinator works with elementary school administrators and pre-kindergarten through third grade teachers in the implementation of Early Literacy Development strategies to assist the District in closing the student opportunity/achievement gap. This individual is skilled in creating and sustaining systems that provide multiple educational pathways. The position works collaboratively with site and District personnel to achieve the District Organizational Goals.

REPRESENTATIVE DUTIES:

- Provides leadership in the identification and implementation of evidenced based literacy practices, incorporates formative assessment strategies to measure student growth.
- Collaborates with other District Divisions and Departments to develop, restructure and/or implement effective models for delivering services and to plan, coordinate, implement and/or monitor appropriate programs developed for English Learners.
- Collaborates with other District Divisions and Departments to develop, restructure and/or implement effective models for delivering services and to plan, coordinate, implement and/or monitor appropriate programs developed for Tier 1 and Tier 2 Interventions.
- Researches and develops a pre-kindergarten through third-grade professional development plan for reading, including Professional Learning Communities at all sites.
- Leads and engages staff in employing a multi-tiered intervention, progress monitoring, and problem-solving model for pre-kindergarten through third grade in reading.
- Works with Special Education staff in developing appropriate pre-referral processes, particularly when considering African-American and Latinx students for Special Education in grades pre-kindergarten through third grade.

- Provides leadership to school administration on critical components of literacy pedagogy, and how to observe and provide feedback during observations and ‘walkthrough’ opportunities.
- Collects, reviews, analyzes, and shares data to support ongoing instruction and intervention in Literacy.
- Updates stakeholders on progress on a regular basis.
- Stays current on research and best practices for Early Literacy instruction.
- Performs other job related duties as assigned.

SKILLS, KNOWLEDGE and ABILITIES:

KNOWLEDGE of and experience with literacy foundational skills and research; principles and practices of effective, research based instructional strategies; state and District curriculum standards and programs.

ABILITY to analyze and evaluate school programs, policies and operational needs; Communicate effectively orally and in writing; meet timelines and work independently; work collaboratively with site and district personnel; drive a motor vehicle.

MINIMUM QUALIFICATIONS:

EXPERIENCE: Experience in implementing Multi-Tiered Systems of Support (MTSS) at the District level. Experience with providing training to address issues such as implicit bias and developing anti-racist practices.

EDUCATION: Master’s degree with an emphasis in one of the following areas: Education, School Psychology, or Administration.

EQUIVALENCY: A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

REQUIRED TESTING: Pre-employment Proficiency Test may be required.

CLEARANCES: Meet employment requirements as applicable with state, federal, local laws and Board Policy.

TERMS OF EMPLOYMENT:

- 12 month position (215 Days)

- **Benefits:** Medical, Dental and Vision Benefits are provided by the District in accordance with the agreement between the Livermore Management Association and Livermore Valley Joint Unified School District

SALARY RANGE: Leadership Team Salary Schedule (New salary range between current range 5 & 6)

FLSA STATUS: Exempt

Work Environment: The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job performed in a generally clean and healthy environment.

Completion by Human Resources:

Board Approval Date -
<input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs
<input type="checkbox"/> Revised Job Description
<input type="checkbox"/> Revised Salary Placement:
Change Effective date: