

ALAMEDA COUNTY OFFICE OF EDUCATION
Job Description

Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.

JOB TITLE: Director I, Reading Implementation Center

Range 18

FLSA: Exempt

SUMMARY

Under the general direction of the Executive Director of the California Reading First Regional Technical Assistance Center, plans, organizes, and administers the delivery of the SB 472 Mathematics and Reading Professional Development Program, the AB 430 Administrator Training Program, Module I, and the Reading First Advanced Institute for Teachers, Coaches, and Administrators for districts and schools in eleven Bay Area counties; develops and manages budget; designs, provides support and technical assistance to participating LEAs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Plans, organizes, and administers the delivery of the SB 472 Mathematics and Reading Professional Development Program, the AB 430 Administrator Training Program, Module I, and the Reading First Advanced Institute for Teachers, Coaches, and Administrators. (E)
- Plans, schedules, and organizes professional development institutes and off-season professional development institutes. (E)
- Coordinates institutes; monitors quality control of venue, logistics, materials, and human resources. (E)
- Provides support and technical assistance to participating LEAs (districts and schools); provides guidance on compliance issues; provides supplementary professional development activities; serves as content expert. (E)
- Contracts for instructors, orders materials, schedules events, coordinates registration and data management; arranges for services of support providers; supervises off-site warehouse. (E)
- Selects, manages, and supervises assigned staff; meets with and evaluates staff. (E)
- Develops, organizes, and oversees program budget
- Markets product to districts and schools, with emphasis on reaching low performing schools and districts; develops and monitors contracts.

- Coordinates and monitors data collection and management; prepares reports, surveys, and other descriptive information for distribution and review.
- Develops and manages budget for cost recovery program.
- Provides support to ACOE California Reading First Regional Technical Assistance Center.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Alameda County Office of Education policies and procedures.
 State adopted instructional reading programs.
 Scientific research based on instructional practices.
 Educational pedagogy.
 Professional development and adult learning characteristics.
 Research on reading/language arts and learning.
 State and federal legislation affecting reading/language arts curriculum and funding; Reading First legislation.
 California English/Language Arts Framework.
 CDE departments and contacts, policies, and procedures related to reading/language arts legislation.
 Data management systems.
 Duties and responsibilities of school site administrators and teachers.
 Supervision of support staff.
 Events planning.
 Program management, including development, facilitation, and implementation.
 Office equipment such as computer, printer, fax machine, photocopier.
 Word processing, database and other related software applications.

Ability to:

Direct the development, implementation, and evaluation of project processes and procedures.
 Plan, schedule, and organize professional development institutes.
 Collaborate effectively with service providers and constituents.
 Market a product.
 Effectively present information and respond to questions from professional groups and individuals.
 Work collaboratively with individuals and groups from varied cultures, backgrounds, and positions.
 Prepare and monitor budget.
 Plan and facilitate meetings.
 Train, supervise, and evaluate staff.
 Prepare reports; maintain records.
 Communicate effectively verbally and in writing.
 Work with accuracy and attention to detail.
 Operate PC and related software applications.

Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people.

EDUCATION and/or EXPERIENCE:

The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.

Master's degree in Education or a related field.
Five (5) years of related experience with increasing administrative responsibility.
California Administrative Services Credential.
California Teaching Credential.
California Reading Credential or equivalent.
Maintain a valid State of California driver's license and an acceptable driving record.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle, and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

Approved Date: December 21, 2007