

**Position Type: Director of Literacy**

Mountain View Whisman School District Human Resources Department	Job Title: Director of Literacy
Classification: Management	Date Approved: March 2023

**Position Description**

Under the direction of the Chief Academic Officer, the Director of Literacy will provide instructional leadership, vision, and strategic direction for curriculum, instruction, assessment, and professional development ensuring MVWSD schools have outstanding literacy achievement and growth across all grades (K-8), with an emphasis on early literacy/foundational skills (TK-2) and targeted intervention for students not meeting standards in the areas of reading (3-8).

**Qualifications**

- A valid California administrative license as required by the State of California
- A minimum of five years public school experience
- Specific preparation in administration of public education, literacy, reading strategies, dyslexia and English Language Arts curriculum and instruction.
- Demonstrated success in classroom curriculum, and instruction at the elementary level.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**Compensation**

- 2023-24 - \$202,155 - \$248,627

**Examples of Duties & Responsibilities**

- Monitor and ensure the implementation of quality systems of reading instruction and intervention
- Collaborate with District and site level administration on the adoption and renewal of English Language Arts curricula, programs, interventions and assessments.
- Develop/revise reading intervention systems for targeted schools in the district
- Coordinate the planning and implementation of professional development for administrators and teachers in the areas of Reading/Literacy intervention
- Monitor and analyze site and District level data
- Attend Board meetings to present required information and related reports as necessary
- Be knowledgeable of duties, responsibilities and functions of positions in the area of assigned responsibility
- Collaborate with Special Education Directors, TOSAs, Instructional Leads, Reading Specialists, and English Language Specialists
- Supervise and evaluate the performance of assigned staff
- Communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information
- Assure compliance with applicable District policies, procedures and governmental regulations
- Apply applicable sections of State Education Code and other applicable laws
- Perform special projects or other duties as assigned

## **Knowledge and Abilities**

Knowledge of:

- Reading/Literacy Standards
- Instructional strategies related to Reading/Literacy/Foundational Skills instruction
- Academic assessment reports and Data systems and protocols
- General curriculum standards and strategies for adapting and modifying curriculum

Ability to:

- Support the implementation, evaluation, and revision of school practices
- Implement the use of computer software programs, hardware and other technology pertinent to the area of specialization
- Utilize academic data to support the implementation of reading intervention and improvement of student literacy outcomes
- Help draw out individual and team strengths to build a positive and rigorous academic culture
- Facilitate professional development for site leaders and teachers
- Work with diverse stakeholder groups effectively and proactively
- Possess strong content expertise in academic standards, social emotional learning, and child development
- Possess strong communication skills both orally and in writing with persons at various levels of understanding
- Possess strong interpersonal skills using tact, patience and courtesy
- Must be able to travel from site to site in the performance of duties

## **Physical Demands and Working Conditions**

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 continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 25 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

## **Work Environment**

- Must be able to work with
  - Interruptions of work are routine.
  - Various degrees of noise, temperature, and air quality
  - Flexibility and patience are required.
  - Self-motivation and the ability to complete job assignments without direct supervision.
  - Stressful conditions
  - After-hour work may be required.
  - May make site or home visits when needed and appropriate.

The information contained in this job description is for compliance with the American with Disabilities

Act (A.D.A.) and is not exhaustive of the duties performed or that may be performed by this position.

**Supervised by:** Superintendent or designee

**Evaluated by:** Superintendent or designee

*The Mountain View Whisman School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics. The Mountain View Whisman School District requires that school personnel take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.*

*Questions or complaints of alleged discrimination, harassment, intimidation and bullying, equity or Title IX equity and compliance concerns should be directed to Tara Vikjord at 650-526-3500, 1400 Montecito Ave., Mountain View, CA 94043, or [tvikjord@mvwsd.org](mailto:tvikjord@mvwsd.org).*