

Job Title:	Director Literacy	Wage/Hour Status:	Exempt
Reports to:	Executive Director	Pay Grade:	108
Dept/School:	Curriculum and Instruction Literacy	Date Revised:	April 20, 2023

Primary Purpose

Responsible for leadership in research, design, support, monitoring, and District-wide implementation of Literacy Curriculum and Instruction. Work collaboratively with stakeholders to support the vision, philosophy, and goals of the district's curriculum and instruction plan.

Qualifications

Education/Certification

Master's Degree
Valid Texas Teaching Certificate

Special Knowledge/Skills

- Leadership ability in working with administrators, teachers, and the public
- Knowledge of development, implementation, and assessment of instructional programs
- Knowledge of curriculum trends, issues, school reform, and standards development
- Excellent project management and community-building skills
- Ability to effectively lead cross-functional teams
- Ability to develop, implement, and assess policy, procedure, and practice
- Strong organizational, communication, and interpersonal skills

Experience

Three (3) years teaching experience
Five (5) years campus and/or central office administrative experience

Major Responsibilities and Duties

Instructional and Program Management

1. Research effective models, best practices and challenges to design and pilot effective programs District-wide.
2. Align models with District instructional goals to deliver strong student achievement results.
3. Partner with instructional and administrative staff, cross-functional teams, and stakeholders to determine implementation needs and requirements.
4. Support development of learning for special student populations.
5. Provide leadership in the formulation and implementation of programs.
6. Work collaboratively with instructional staff, school leadership teams, and other stakeholders to ensure successful District-wide implementation.
7. Design and deliver professional development training to ensure success with implementation of programs.
8. Manage delivery of programs, addressing issues and challenges that arise.
9. Evaluate student progress to determine effectiveness of programs.
10. Ensure programs are responsive to student needs and in accordance with federal and state mandates.
11. Compile, report and maintain programmatic data and information as required.
12. Direct the development and maintenance of such records and reports to keep the Superintendent, Board of Trustees, and other executive staff informed of District progress and future plans.
13. Perform other duties as assigned by supervisor.

Policy, Reports and Law

14. Analyze federal, state, and local program mandates to determine required responses from District units, and campuses.
15. Recommend District policy and procedure to support instructional effectiveness and student achievement.

Budget and Inventory

- 16. Identify program needs and prepare cost estimates.
- 17. Develop and administer the budget for department.
- 18. Ensure activities are cost effective and funds managed prudently.
- 19. Maintain inventories and recommend replacement and disposal of materials and equipment.
- 20. Coordinate with Director External Funding to initiate funding of grants to assist District and campus efforts.

Personnel Management

- 21. Promote an organizational climate that results in positive staff morale and openness in the district.
- 22. Train, supervise, and evaluate assigned personnel.
- 23. Recommend personnel action regarding assigned personnel.

Communication and Community Relations

- 24. Attend Board of Trustees’ meetings and prepare reports as requested by the Executive Director of Curriculum and Instruction.
- 25. Serve as a District liaison and articulates the district’s mission and goals to the community.
- 26. Encourage parental and community involvement.

Professional Growth

- 27. Stay informed of the latest research, trends, and development in literacy instruction
- 28. Participate in professional development activities.
- 29. Provide leadership in coordinating District-wide staff development efforts for assigned personnel.

Supervisory Responsibilities

Supervise and evaluate the performance of assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; frequent districtwide travel; frequent prolonged working hours.

Terms of Employment

226 days; salary to be established by the Board

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.