

JOB TITLE
DIRECTOR LITERACY

DIVISION
ADMINISTRATION

REPORTS TO
EXECUTIVE DIRECTOR JCPS
GHEENS ACADEMY FOR
CURRICULAR EXCELLENCE AND
INSTRUCTIONAL LEADERSHIP

SALARY SCHEDULE & GRADE
IV, GRADE 14

LENGTH OF WORK YEAR
260 DAYS

DATE
DECEMBER 13, 2010

SCOPE OF RESPONSIBILITIES

Administers the development, implementation, and evaluation of a successful districtwide literacy program and ensures that the literacy curriculum reflects current research and theory in the instruction of reading and writing and that professional development meets the Association for Supervision and Curriculum Development and National Staff Development Council standards and focuses on a process-based approach to reading and writing instruction.

PERFORMANCE RESPONSIBILITIES

1. Directs the development of K-12 literacy curricula ensuring that the curricula is aligned with the *Kentucky Program of Studies* and reflects national literacy standards.
2. Provides direction in the identification and interpretation of needs and the establishment of priorities related to the literacy program.
3. Directs the development, implementation, and evaluation of a districtwide, research-based professional development program that builds the capacity of teachers to transform learning experiences to reach student achievement objectives.
4. Extends the knowledge and skills of literacy staff through ongoing professional learning that includes the study of research and theory; collaboration with local, state, and national experts; affiliation with national networks; and participation in critical friends groups.
5. Evaluates effectiveness of the literacy staff in implementing districtwide policies and instructional programs.
6. Collaborates with the Executive Director Gheens Center for Educational Excellence and Innovation to identify grant opportunities, develop proposals, monitor implementation efforts, and provide budget oversight.
7. Collaborates with other leaders of curriculum and instruction at the district level to achieve the district vision and goals.
8. Collaborates with community-based organizations to complement, supplement, deepen, and enhance the district's literacy program.
9. Develops and oversees an operational budget for the Literacy Department.
10. Performs other duties as assigned by Executive Director JCPS Gheens Academy for Curricular Excellence and Instructional Leadership.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS

1. Master's Degree
2. Certificate in Administration and/or Supervision
3. Five (5) years successful experience in teaching and administration
4. Successful leadership experience

DESIRABLE QUALIFICATIONS

1. Doctorate Degree

121013
01173