

JOB DESCRIPTION
March 2021

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

**PROGRAM MANAGER, CALIFORNIA COALITION FOR INCLUSIVE LITERACY:
IMPLEMENTATION SPECIALIST**

General Purpose:

A Program Manager, California Coalition for Inclusive Literacy (CCIL): Implementation Specialist is responsible to the County Superintendent and works under the direct supervision of the designated manager. Inspired by the mission and strategic vision of CAST, the Program Manager, CCIL: Implementation Specialist plays a key role on CAST's Professional Learning Team and supports the application of Universal Design for Learning (UDL) to support inclusive literacy instruction. The Program Manager, CCIL: Implementation Specialist co-designs and delivers CAST's professional learning opportunities throughout the state of California and supports the iterative process of designing, piloting and evaluating unique learning opportunities so that all learners (students as well as educators) can become more expert learners. This is a certificated management position.

Essential Functions and Responsibilities include the following (in conjunction with the Professional Learning Team); Other duties may be assigned as required:

- Collaboratively design, pilot and evaluate innovative professional learning opportunities for educators, including but not limited to face-to-face workshops, keynote presentations, classroom observations, virtual trainings and school site visits.
- Coordinate, facilitate and structure work with COE/SELPA coaching teams to ensure that they define and meet their goals and are provided necessary supports to do so.
- Support COE/SELPA coaches to use and teach systems for reflection, including examination of student work, analysis of lesson artifacts and analysis of classroom video data to measure progress in the application of UDL to their practices.
- Collaborate with the Program Evaluator to measure changes in educator beliefs, knowledge and skills; and in student thinking and outcomes.
- Design, pilot and evaluate innovative professional learning materials (at the resource, activity and workshop level).
- Collaboratively vision, plan, execute and evaluate the annual UDL symposium.
- Other responsibilities as need to collaboratively support the work of CAST's Director of Research and Curriculum.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Master's degree in Education is required.

Experience:

- 10 or more years' K-12 teaching/coaching/administrative experience.

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- Experience working with adult learners; familiarity with best practices in training and/or coaching adults.
- Well versed in coaching and implementation.
- Deep knowledge of UDL and/or literacy acquisition is required.

Knowledge, Skills and Abilities:

- Ability to work collaboratively as a member of a team.
- Strong pedagogical and coaching abilities.
- Competency in use of platforms such as Google Drive, PPT and MS Word, including their accessibility features.
- Superior communication skills including listening, demonstrating respect for differing opinions, clarity of expression.
- Organized and self-starting.
- Understanding of or willingness to learn the core concepts and basic neuroscience of UDL.
- Deep expertise with the pedagogy of literacy acquisition in young people.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California teaching or services credential based upon a bachelor's degree and student teaching.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies. Must be willing to travel statewide (when public health circumstances allow).

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.

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- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.


Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 11

Reviewed and Approved:

Superintendent: 

Date: 3/11/2021

Human Resources: 

Date: 3/9/2021