

JOB DESCRIPTION  
September 2025

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

**PROGRAM MANAGER, LITERACY AND LANGUAGE**

**General Purpose:**

A Program Manager, Literacy and Language is responsible to the County Superintendent and works under the direct supervision of the designated manager. The Program Manager, Literacy and Language is responsible for designing, organizing, and providing materials, strategies, and interventions supporting literacy and English Language Development (ELD), including curriculum development in regards to professional development and coaching. This is a certificated management position.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Assists schools/districts in the design and implementation of a high-quality literacy and English Language Development professional development program.
- Designs, pilots, and evaluates literacy and English Language Development professional development opportunities for educators including, but not limited to, face-to-face workshops, communities of practice, presentations, classroom observations, virtual trainings, coaching, and school site visits.
- Develops, plans, and organizes professional development and coaching in literacy and English Language Development.
- Assists teachers and administrators with assessing, planning, implementing and evaluating literacy and English Language Development instruction.
- Establishes and maintains clear communication and cooperative working relationships with all educational partners.
- Provides technical assistance for identified schools and districts to support the implementation of literacy and English Language Development instruction and intervention.
- Assists districts, site leadership teams, and classroom teachers to implement research-based literacy and English Language Development instructional design and strategies, including the science of reading.
- Assists districts, site leadership teams, and classroom teachers to implement a comprehensive ELD program, including Integrated and Designate ELD.
- Assists districts, site leadership teams, and teachers in applying Universal Design for Learning principles to remove barriers, provide multiple means of engagement, representation, and expression, and ensure equitable access to grade-level literacy and English Language Development instruction.
- Demonstrates working knowledge and use of instructional strategies that address the diverse needs of all learners including English learners, students with disabilities, and socio-economically disadvantaged students to ensure access to grade level content.

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- Researches and utilizes local, state, and federal education resources, initiatives, and interactions related to literacy and English Language Development.
- Uses adult learning theory and Universal Design for Learning to design and implement professional development experiences.
- Provides assistance and support to improve student achievement by focusing on research-based programs, student assessment results, and instructional strategies for at-risk learners.
- Supports education programs aligned to the California Common Core Standards, California ELA/ELD Framework, and English Learner Roadmap.
- Assists districts and Placer County Office of Education (PCOE) programs in the use of system-wide assessment programs and the use of regular formative assessment, including the adopted Reading Difficulties Risk Screeners to guide literacy instruction.
- Assists educators in Placer County districts, PCOE, and surrounding counties to promote research-based school improvement practices as a part of implementing Professional Learning Communities (PLC) and Multi-Tiered Systems of Support (MTSS).
- Facilitates countywide literacy advisory committee.
- Engages educational partners including community members, board members, educators, community-based organizations and families.

### **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 preferred.

#### **Experience:**

- 10 or more years of K-12 teaching/coaching/administrative experience.
- Experience working with adult learners; familiarity with best practices in professional development and/or coaching adults.
- Well-versed in coaching and implementation.
- Experience working as part of a collaborative instructional team is required.
- Job-related experience with increased responsibility is preferred.

#### **Knowledge, Skills and Abilities:**

- Ability to work independently as well as collaboratively as a member of a team.
- Strong pedagogical and coaching abilities.

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- Superior communication skills including listening, demonstrating respect for differing opinions, clarity of expression.
- Organized and self-starting.
- Deep expertise with the pedagogy of literacy and language acquisition in young people.
- Knowledge of principles and practices of instruction, curriculum, professional development and assessment.
- Knowledge of California Common Core standards for ELA/ELD.
- Knowledge of Universal Design for Learning (UDL)
- Working knowledge of Professional Learning Communities and MTSS.
- Knowledge of programs and professional development resources focused on support of standards-based instruction.
- Knowledge of research-based literacy and English Language Development instructional practices and principles of lesson design.
- Knowledge of research on comprehensive and effective literacy instruction including the science of reading.
- Knowledge of California Common Core standards and expectations for student proficiency, differentiating instruction, and assessment.
- Skills in project management, effective oral and written communication, and proposal development.

### **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 clear Multiple Subject credential or a valid California clear Single Subject credential in English
- Must Possess an English Learner authorization

### **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,

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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.
- 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 13

Reviewed and Approved:

Superintendent

Human Resources:

Date:

9/26/25

Date: 9/23/2025