



Irvine Unified School District

DIRECTOR III: ENGLISH LANGUAGE ARTS, SOCIAL SCIENCE & LITERACY

DEFINITION

Under the general direction of the Assistant Superintendent/Education Services, plan, implement, supervise, coordinate and evaluate English Language Arts, social studies and literacy instruction throughout the district; understand and support implementation of CA Common Core content Standards and Frameworks for all grade levels.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Coordinate with principals and teaching staff to effect horizontal and vertical continuity and articulation of ELA, social studies, and literacy instruction throughout the district
- Understand and support implementation of CA Common Core Content Standards and Frameworks for all grade levels
- Assist in the development, implementation, and evaluation of curriculum and the instructional program
- Remain current with developments and trends in curriculum and instruction and provide leadership in determining program direction and improvement to curriculum and instruction
- Know and understand current research, pedagogies and their implications for program development in IUSD
- Identify IUSD staff to provide leadership in new initiatives
- Serve as liaison and participate with curriculum leaders at the local, county, state, and/or national level
- Interpret district programs to the Board of Education, administration, staff, and general public
- Know and understand the “need to know” levels of all constituencies
- Assist in the collection and interpretation of results data
- Assist in the use of data to inform the instructional process
- Coordinate Library / Media Specialists
- Coordinate K-12 ELA Instruction
- Coordinate K-8 ELA Instructional Materials Adoption
- Supervise Elementary ELA Coordinator
- Coordinate ELA Professional Learning with Director of Professional Learning
- Develop ELA Curriculum Guide for new instructional materials adoption (Grades K-8)
- Coordinate K-12 Social Science Instruction
- Coordinate the development of K-12 Social Science curriculum
- Coordinate Read Across America Day

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES

- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing special education programs in California.
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.
- Ability to collaborate with other agencies in planning and implementing effective special education programs, including staff and parent training, within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.
- Knowledge of State funding allocation methods.

EDUCATION and/or EXPERIENCE

- Three years of successful certificated teaching experience.
- A Master's degree from an accredited college or university is preferred.
- Valid California teaching or other related Services credential.
- California Administrative Services or other related Services credential.
- Possession of a valid California driver's license.

PHYSICAL DEMANDS:

- 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 regularly required to sit and talk or hear. The employee is occasionally required to walk.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

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