

**SAN MATEO COUNTY OFFICE OF EDUCATION  
COORDINATOR, READING/ENGLISH LANGUAGE ARTS**

**BASIC FUNCTION:**

Under the direction of the Curriculum and Instruction Services Administrator, plan, organize, coordinate and implement the educational services, training activities, instructional resources and support functions of Reading/English Language Arts for local school districts to enhance student learning and achievement.

**ESSENTIAL DUTIES:**

- Plan, organize, coordinate and implement the educational services, training activities, instructional resources and support functions of Reading/English Language Arts for local school districts to enhance student learning and achievement;
- Plan, design, develop, implement, coordinate and conduct training and professional development activities for faculty, staff and administrators concerning the Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects;
- Prepare and deliver oral presentations and explain related content, curriculum, materials, assessment, principles, theories, standards, guidelines, requirements, practices, procedures and techniques;
- Collaborate with the English Learner Services Coordinator to plan, present and implement the English Language Development Standards and the ELA/ELD Framework;
- Provide consultation and technical assistance to school districts, faculty, administrators, staff and others concerning Reading/English Language Arts;
- Assist in developing curriculum and instructional strategies and selecting instructional materials as assigned;
- Serve as a liaison and coordinate communications, activities and information related to Reading/English Language Arts between County Office administrators, personnel, school districts, outside organizations, governmental agencies and the public; establish, support, facilitate and maintain partnerships;
- Maintain current knowledge of educational methods, practices and standards related to Reading/English Language Arts related laws, codes, regulations, policies and procedures;
- Train and provide work direction and guidance to assigned personnel as required; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested;
- Participate in researching, obtaining and maintaining grants and other funding sources for assigned programs and school support services as assigned;
- Prepare proposals and assist with developing and maintaining contracts as required.
- Coordinate and participate in a variety of meetings including task forces, seminars, in-services and conferences as directed;
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles, theories, standards, practices, strategies and procedures involved in enhancing student learning and achievement;
- Practices, procedures and techniques involved in the development and implementation of professional development activities;
- Common Core State Standards, interpretation and application in Reading/English Language Arts and English Language Development (ELD) Standards;
- Instructional techniques and strategies related to Reading/English Language Arts;

- Educational services, standards, requirements, principles, practices, techniques, theories and procedures related to Reading/English Language Arts;
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County students;
- Local, State and federal standards and requirements governing Reading/English Language Arts;
- Oral and written communication skills;
- Basic budget preparation and control;
- Applicable laws, codes, regulations;
- Operation of a computer and assigned software.

**ABILITY TO:**

- Facilitate groups in planning, problem-solving and decision-making;
- Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;
- Communicate effectively both orally and in writing;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;
- Plan and organize work;
- Prepare and maintain various records, reports and files.

**REQUIRED QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

- Master's degree in English Language Arts, Reading or related field from an accredited college or university
- Minimum 5 years teaching experience
- Experience providing instructional coaching and professional development to adults
- Increasingly responsible administrative experience working with educational programs and services

**DESIRED QUALIFICATIONS:**

- Site administrator or district office administrator experience
- Reading Specialist certification
- Bi-lingual

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential (or willingness to enroll in a program)

Valid Teaching Credential

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment

Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.