



RIALTO UNIFIED SCHOOL DISTRICT

Lead Academic Agent: Interdisciplinary Literacy and Humanities Management Job Description

DEFINITION

Under the direction of the Lead Innovation Agent coordinates and manages purposeful programs as they relate to interdisciplinary literacy; supports principals to create effective literacy plans and intervention to close achievement gaps; spearheads the District's instructional programs in humanities, including curriculum, professional development, and assessment.

ESSENTIAL DUTIES and RESPONSIBILITIES

Ensure Student Literacy

- Provides leadership for pre-K-12 school instructional teams in the areas of ELA, history/social science, interdisciplinary literacy and intervention.
- Reviews and maintains working knowledge of the District and state curricular standards, frameworks, and California Standards for the Teaching profession.
- Supports the Curriculum and Instruction Program through the maximization of resources directed toward accomplishing the Instructional and programmatic goals of the District.
- Coordinates processes of curriculum review, development, and implementation.
- Coordinates and monitors selection, ordering, and adoption of instructional materials.
- Coordinates the development of pre-K-12 curriculum maps and curriculum embedded assessments.
- Collaborates with District and site administrators in the implementation of improvement practices, literacy programs, interventions.
- Works collaboratively with other to coordinate the School Summer Intervention Programs.
- Assists in monitoring District curriculum-instructional programs to ensure compliance with law, District directives, research-based practices, and employee contracts.
- Provides technical expertise, information and assistance to the administrator regarding assigned functions; participates in the formulations and development of policies, procedures and programs as requested.
- Maintains necessary data and records within the division to provide assistance to sites in the implementation of District literacy programs, curriculum, and District intervention programs.

Manage the District's instructional Programs in Humanities

- Coordinates the development of course descriptions, college preparation catalogs, and the college course approval process related to humanities.
- Participates in and coordinates curriculum review, development, and implementation in humanities as it relates to interdisciplinary literacy and intervention literacy.
- Supports the goals of the District in making fiscally responsible curriculum-instructional practices for the District in humanities as it relates to interdisciplinary literacy and intervention.
- Supports innovation in the providing of categorical and base (core) support services and materials for students as it pertains to humanities related to interdisciplinary literacy and intervention.
- Supports, plans and participates in District-wide professional growth in humanities as it relates to interdisciplinary literacy, intervention, testing and assessment, student performance, instructional materials and current research.
- Provides leadership for all departments and site principals in the area of humanities as it relates to interdisciplinary literacy and intervention.
- Coordinate the development of ethnic studies courses, related PD and support implementation.
- Conducts analysis of data to ensure implementation of district wide practices that promote equity.

Other Duties and responsibilities

- Collaborates with other Educational Services staff in the creation and annual review of the District's Local Area Accountability Plan (LCAP).
- Assists in the implementation of the District and site strategic plans.
- Assists with the planning of the ordering and distribution of textbooks
- Serves as the district liaison for Williams' compliance
- Collaborates with Site Media Technicians
- Prepares and presents reports and presentations and data summaries as directed by the Superintendent or designees.
- Keeps abreast of latest educational research, regulations, materials and processes in assigned areas of responsibility.
- Develops Board policies related to assigned services areas, as necessary.
- Supervises staff as directed by the Superintendent or designees.
- Attends Board of Education meetings.
- Performs additional duties and responsibilities as delegated by the Superintendent or designees.

QUALIFICATIONS

Knowledge of: Research based, effective instructional strategies for students and adult learners; Administrative training and staff development principles and techniques; curriculum alignment, authentic assessment, learning theory and effective instructional practice.

Ability to: Communicate and interact effectively with students, teachers, parents, colleagues, administrators and community leaders; establish and maintain effective professional working relations with staff, District personnel and other agencies; make presentations to various audiences and facilitate organizational development; supervise and evaluate the performance of assigned staff; interpret, apply and explain rules, regulations, policies and procedures; attend and support District and school site events.

Experience and Education:

- Possession of an Administrative Services Credential.
- Five (5) years site administration and three (3) years in-district experience
- Masters Degree or higher degree from an accredited college or university.
- Possession of a valid California driver's license and a private vehicle.
- TB Skin Test as required by State Law
- Fingerprints on file as required by State Law
- CLAD certificate or equivalent is desired

PHYSICAL DEMANDS

Work area requirements:

Office area. Ability to traverse any part of a 10-20 acre campus which would include asphalt, ramps, sidewalks, grass, baseball field, track, blacktop.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hour
Frequently/Medium - 3 to 6 hours
Constantly/High - 6 to 8 hours plus

Stooping:	Occasionally	Walking:	Frequently
Bending:	Occasionally	Push/Pull:	Occasionally
Lifting:	Occasionally	Standing:	Occasionally
Reaching:	Occasionally	Carrying:	Frequently
Handling:	Frequently	Fingering:	Frequently
Grasping:	Frequently	Kneeling:	Occasionally
Sitting:	Occasionally	*Driving:	Occasionally

****Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

Frequent motion:

Twisting:	Frequently	Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently	Reaching to shoulder level:	Occasionally
Forward should/neck flexion:	Frequently	Reaching above should level:	Occasionally
Reaching below shoulder level:	Frequently		

Sensory requirements:

Ability to see:	Constantly	Ability to smell:	Constantly
Ability to hear:	Constantly	Ability to touch:	Constantly
Ability to talk:	Constantly		

Must be able to deal with these environmental considerations:

Heat:	Occasionally	Fluorescent lights:	Constantly
Noise:	Frequently	Working outside:	5% of the day
Odor:	Low	Working inside:	95% of the day
Humidity:	Low	Floor may be slippery at times:	Low
Moisture:	Occasionally	Working in close quarters with others:	Yes

This job requires:

Alertness:	Constantly
Recall of names and dates:	Yes
The use of two hands:	Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees	
Attention to detail:	Constantly

Ability to deal with psychological factors:

Team work:	Yes	Frustration:	Medium
Repetitive Tasks:	Yes	Level of responsibility:	High
Flexible:	Yes	Must keep up with schedule:	High
Able to work overtime as needed:	Every day	Able to keep up a high activity level during the shift:	Yes

Physiological factors:

Have a high level of consciousness:	High all day	Ability to read at the 12 th grade level:	Yes
Orientation to time, place, or person:	Yes	Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes		

ar: 6/2016

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A “DRUG and TOBACCO-FREE WORKPLACE”**