

FORT WORTH INDEPENDENT SCHOOL DISTRICT POSITION DESCRIPTION

Position Title: Director K-12 Literacy/English Language Arts Job Code
Pay Grade 904

Reports To: **Executive Director of Curriculum and Instruction who reports to the Chief Academic Officer**

Division: **Teaching and Learning**

FLSA Status: Exempt **Date Written: February 23, 2016**

GENERAL SUMMARY

The Director of K-12 Literacy/English Language Arts will be responsible for the development and implementation of a coherent language and literacy instructional program from Kindergarten through high school that is aligned to the Texas Essential Knowledge and Skills (TEKS), the Texas English Language Proficiency Standards (ELPS), and post-secondary college and career readiness standards. The Director will lead the development, implementation, review, and revision of the district's K-12 literacy curriculum, instructional strategies, and assessments. Additionally, the Director will provide leadership, technical assistance, and support for all FWISD literacy/ELA programs and initiatives. The Director will also collaborate with the Professional Learning and Improvement Department to develop and deliver effective literacy-focused professional learning that assists teachers and administrators in developing the skills, tools, and techniques to ensure that all students in FWISD will read and be able to express themselves orally and in writing at or above grade level.

ESSENTIAL JOB FUNCTIONS

1. Conceptualize, develop, and direct a K-12 comprehensive vision for literacy at the primary, elementary, and secondary levels, including both short-range and long-range plans for implementation.
2. Provide leadership and supervision for literacy specialists in design, development, and implementation of literacy curriculum, instructional strategies, local assessments, and professional learning around a balanced literacy philosophy that includes the direct teaching of phonics, phonemic awareness, fluency, vocabulary, comprehension, composition, grammar and usage.
3. Research, analyze, and make recommendations for the enhancement, redirection, and/or expansion of current reading, writing, and language arts programs and services.
4. Ensure alignment of curriculum and instructional strategies to the TEKS and ELPS.
5. Analyze student performance data and develop plans to meet identified student needs.
6. Coordinate and provide leadership for the selection, adoption, budgeting, and evaluation of instructional materials for literacy (textbooks, software, and instructional technology) to ensure alignment with state standards, district curriculum, and comprehensive district vision for literacy.
7. In cooperation with the Professional Learning and Improvement Department, develop and lead the delivery of professional learning for teachers, specialists, and administrators.

8. Monitor the quality and implementation of the literacy program activities and make recommendations for adjustments as needed.
9. Provide technical assistance and support to teachers and building administrators
10. Collaborate with the Departments of Special Education, ESL/Bilingual Services, Advanced Academics, and Career and Technical Education to ensure alignment and high quality instruction, materials, and professional learning for all teachers of these populations of students.
11. Develop and maintain strong and positive working relationships with colleagues across the district, specifically with elementary and secondary school leadership.
12. Provide regular updates of programs activities and services to appropriate audiences.
13. Develop and implement plans for the evaluation of literacy programs.
14. Stay abreast of current research, best practices, and trends related to literacy.
15. Work collaboratively with the Early Childhood Department to develop a comprehensive and aligned reading and writing program for students from PK to K-12.
16. Perform all other related duties as assigned.

QUALIFICATIONS

1. Master's degree required in a Literacy-related field.
2. Eligible for Valid Texas Administrator Certification.
3. Campus leadership experience preferred.
4. Five years teaching experience.
5. Successful experience leading a literacy program in an urban district environment.
6. ESL and Gifted certification preferred.
7. Demonstrate in-depth knowledge of research-based best practices in the teaching of reading, writing, and language acquisition.
8. Demonstrate high level of knowledge of best practices for the writing of literacy curriculum.
9. Knowledge of effective strategies related to language acquisition among ESL and bilingual students.
10. Exemplary oral and written communication skills
11. Ability to work interactively with teachers, administrators, and others.

PHYSICAL JOB REQUIREMENTS

PHYSICAL DEMANDS REFERENCE

Occasionally (0-33% of day, 0-32 repetitions)

Frequently (34-66% of day, 33-200 repetitions)

Constantly (67-100% of day, >200+ repetitions)

PHYSICAL DEMANDS

Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

ENVIRONMENTAL CONDITIONS

Indoors, in controlled environment, exposed to weather elements when transporting to and from building and car, and exposed to dust from books.

A detailed list of physical job requirements is available from the Compensation Department.

These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.

APPROVALS

Immediate Supervisor/Department Head

Date

Compensation Department

Date