

# 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 humanitintervention, 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.
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## 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	

**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 <sup>th</sup> 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”**