

**TITLE:** SUPERVISOR I, READING FIRST

**QUALIFICATIONS:**

1. Valid California Administrative Services Credential
2. Successful experience as school administrator
3. Successful teaching experience at elementary school level and with at-risk students
4. Knowledge and/or experience in curriculum, instructional techniques and budget preparation
5. Ability to make decisions and provide leadership in positive and harmonious way
6. Knowledge and experience in understanding and application of scientific reading research including coaching, consulting and training teachers and paraprofessionals in scientifically research-based reading programs, strategies and interventions
7. Ability to design and deliver training programs to coaches
8. Ability to communicate effectively and work cooperatively with staff and others

**REPORTS TO:** Administrator as assigned

**SUPERVISES:** Coordinator, Reading Content and staff as assigned

**JOB GOAL:** To effectively implement Reading First Grant

**PERFORMANCE RESPONSIBILITIES:**

1. Plans, coordinates and directs implementation of Reading First Grant
2. Provides direct assistance to site administrators in implementing Reading First Grant
3. Assists principals in monitoring fidelity to core curriculum and use of assessment data to drive instructional practice
4. Works with site administrator to align and coordinate on-site work with other school improvement efforts
5. Plans and attends Reading First professional development activities
6. Works with Coordinator, Reading Content to ensure appropriate implementation of grant
7. Serves as liaison to other district departments regarding requirements and activities related to grant
8. Plans, assigns work and supervises staff as assigned
9. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year according to current schedule; management salary schedule, code 15

**EVALUATION:** Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.