

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PROGRAM SUPPORT

CLASSIFICATION: DIRECT SUPPORT

CLASS TITLE: DIGITAL LITERACY SPECIALIST – INNOVATIVE APPROACHES TO LITERACY

BASIC FUNCTION:

Under the direction of the Associate Superintendent or designee, the Digital Literacy Specialist will assist with language arts (listening, speaking, reading and writing) instruction and professional development with a focus on dual language in Pre-Kindergarten to third grade classrooms in Colusa County. The purpose of this position is to facilitate the meaningful integration of digital devices, tools, resources and books, both hard copy and electronic versions. Additionally, this person will work with community-based organization partners who are leading a related family literacy component. The job consists of working with the site leadership team, district leaders, classroom teachers, and to some extent community-based partners to ensure successful literacy outcomes for students and achievement of project goals.

REPRESENTATIVE DUTIES:

Assist teachers to self-assess their comfort, knowledge and skills with regard to appropriate use of digital tools, resources and content for literacy programs. **E**

Assist teachers plan for integrating digital tool use in their dual-language literacy programs. **E**

Provide support for teachers' implementation of technology, celebrating successes and approaching challenges with supportive ideas, resources and/or modeling as appropriate. **E**

Collaborate with preschool staffs, district literacy coaches and other school site staff when they are present at a site. This includes discussing the School Plan and progress of the literacy program with the site principals. **E**

Help provide data collection and analysis for the project. **E**

Help identify and/or develop online resources for the program and facilitate collaboration. **E**

Collaborate with county library staff to enhance literacy activities using both hard-copy books and alternative electronic versions. **E**

Introduce and share the early literacy strategies with parents as part of the parent curriculum and family engagement piece of the literacy program. **E**

Help provide parents with materials and recommended uses of electronic tablets and other devices to enhance the family engagement in literacy between children and families. **E**

Promote approaches to literacy that reduces the achievement gap and accelerates and sustains student achievement, through implementation of literacy program. **E**

Develop and maintain effective communication with site administration, literacy support personnel, county library personnel, and other stakeholders related to the implementation of the CCOE Innovative Approaches to Literacy Program. **E**

Participate in professional development activities that promote the effectiveness of the position. **E**

Provide staff development at the site level as well as the county level. **E**

Coach teachers in their work with students in individual, small group, and whole class settings. **E**

Provide leadership in identifying, designing, sharing, and evaluating promising/best practices in literacy technology to advance student learning and literacy. **E**

Work collaboratively with the CCOE Technology Services Department under the direct supervision of the Director of Technology to coordinate technology support. **E**

Collaborate with school-level instructional staff for instructional planning, co-teaching, and modeling strategies for effectively integrating technology into teaching and learning. **E**

Collaborate with instructional supervisors and other division staff on curriculum development for technology integration. **E**

Identify technology integration competencies among instructional staff, in collaboration with school administrators, and deliver appropriate coaching, training, and resources to support professional growth. **E**

Research new technology integration techniques and resources to disseminate to instructional staff. **E**

Maintain a current knowledge of effective instructional and coaching pedagogies. **E**

Collaborate with school and division-level instructional staff and administrators to use available data to analyze student achievement in literacy. **E**

Assist instructional staff and administrators in understanding available data analysis tools and formulating questions related to student learning. **E**

Facilitate conversations that bridge data analysis to instructional planning and improvement. **E**

Perform related duties as assigned. **E**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment
Interpersonal skills using tact, patience and courtesy
Operation of a computer terminal and software utilized
Telephone techniques and etiquette
Record-keeping and filing techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Oral and written communication skills

ABILITY TO:

Perform a variety of routine clerical duties
Operate a variety of assigned office equipment
Understand and follow oral and written instructions
Maintain records and files
Communicate effectively both orally and in writing
Meet schedules and timelines
Type at an acceptable rate of speed

Work cooperatively with others
Respond to the public with courtesy and tact
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Valid California Teaching Credential in core area; Supplemental Authorization in Computer Concepts and Applications, preferred
Demonstrated education and/or experience around integrating digital tools, resources, learning technology practices into literacy learning in the classroom
Experience as classroom teacher; using various reading progress assessment measures; implementing literacy programs with English learners and ethnic minority populations; and experience using technology and applications to enhance content knowledge and skills
Knowledge of pedagogical principles and practices in language arts and literacy; Common Core Standards for English Language Arts, ELD standards
Prior experience working to support a specially funded demonstration project with attention to working with diverse stakeholders, achieving optimal outcomes for learners, and realizing project goals and objectives

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office and school work environment
Driving a vehicle to conduct work (use of private vehicle may be required)
May be required to work evening and weekend hours in addition to regular office hours as necessary and assigned

PHYSICAL ABILITIES:

Dexterity of arms, hands and fingers to operate a computer keyboard and other office equipment
Sitting or standing for extended periods of time
Kneeling, squatting, bending at the waist and reaching overhead, above the shoulders, horizontally and downward to retrieve and store files
Lifting and carrying objects weighing up to 25 pounds
Hearing and speaking to exchange information in person or on the telephone
Seeing to read written drafts and proofread documents

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases
Potential for contact with dissatisfied persons

Employee Group: Management – Certificated

FLSA Status: Exempt

Salary Schedule: 94

Approval Date: October 2019