



**Job Description**  
**Equal Employment Opportunity**

**ADMINISTRATOR – LANGUAGE AND LITERACY**

<b>DEPARTMENT/PROGRAM:</b> Student Support Services	<b>CLASSIFICATION:</b> Management
<b>DIVISION:</b> Educational Services	<b>SALARY SCHEDULE:</b> Certificated Management
<b>REPORTS TO:</b> Assistant Superintendent	<b>SALARY RANGE:</b> 120
<b>APPROVAL DATE:</b> 4/8/2026	<b>WORK YEAR:</b> 220
<b>REVISION DATE:</b>	<b>FLSA:</b> Exempt

**PURPOSE STATEMENT:**

Under the direction of the Assistant Superintendent, the incumbent(s) in this job performs work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensures equity and access to high-quality education for all students. The job provides leadership, coordination, and professional learning in the areas of language and literacy development across TK–12; supporting districts and schools in implementing evidence-based instructional practices that align with the California English Language Arts/English Language Development Framework and the science of reading accelerating learning outcomes for all students. This position supports instructional improvement through professional learning coaching, data analysis, and systems planning; facilitates cross-district collaboration; and ensures alignment with state and federal mandates, local goals, and grant requirements.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Collaborates with cross-departmental teams within Educational Services to ensure coherence of instructional support.
- Compiles and analyzes data, prepare reports, and maintains documentation related to programs, budgets, and services.
- Coordinates professional learning networks and coaching cycles for academic coaches, administrators, and teachers.
- Creates and delivers presentations that promote equitable and inclusive literacy and language practices for multilingual learners, students with disabilities, and other diverse student populations.
- Designs, models, and facilitates evidence-based professional learning and continuous improvement processes to strengthen literacy and language development.
- Develops and implements short- and long-term professional learning plans that build instructional capacity and address student achievement needs.
- Establishes and maintains collaborative, professional relationships with staff, districts, and community partners.
- Facilitates and supports data collection and analysis to guide instructional decision-making and the development of district/school strategic plans.

- Monitors and evaluates the effectiveness of assigned programs, providing recommendations and supports for continuous improvement.
- Participates in professional meetings, workshops, and seminars; maintain current knowledge of trends, research, and legislation affecting literacy and language development.
- Provides coaching for teachers and instructional leaders in curriculum, pedagogy, and assessment practices aligned with the science of reading, learning acceleration, culturally responsive teaching, and Universal Design for Learning.
- Provides consultation, technical assistance, and strategic planning services to districts and schools in support of literacy and language initiatives.
- Provides leadership in the development, coordination, and implementation of instructional improvement efforts focused on Literacy and Language across TK–12.
- Researches and presents current educational practices, policies, and emerging developments to ensure effective program implementation and alignment with grant requirements.
- Serves as a liaison between the County Office, school districts, state agencies, and external organizations regarding literacy and language initiatives.
- Supervises, evaluates and supports the performance of assigned personnel.
- Supports districts in implementing integrated and designated ELD programs that accelerate language acquisition and literacy growth.

#### **OTHER DUTIES:**

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Knowledge of:**

- California ELA/ELD Framework and Standards, California Standards for the Teaching Profession, and research-based instructional practices.
- Bilingual education, second language acquisition, and culturally and linguistically responsive pedagogy.
- Evidence-based reading instruction, learning acceleration, and formative assessment processes.
- Continuous improvement strategies and facilitation of professional learning communities.
- Curriculum design, development, and evaluation for diverse learners including multilingual Learners and students with disabilities.
- Effective coaching, mentoring, and facilitation strategies for adult learners.
- Laws, regulations, and accountability requirements impacting literacy and language instruction.
- Effective communication, presentation, and group process techniques.
- Educational technology tools that enhance instruction and data analysis.

##### **Skills and Abilities to:**

- Operates standard office equipment
- Works with pertinent software applications including relational databases
- Facilitate cross-functional teams and builds collaborative networks across schools, districts, and external agencies
- Designs and delivers professional development using current research and best practices in adult learning
- Analyzes and interprets data to identify program needs, monitor progress, and evaluate outcomes
- Manages multiple projects and priorities, including grant-funded initiatives and professional learning activities
- Develops written materials, reports, grants, presentations, and program documentation
- Utilizes technology platforms for data analysis, virtual collaboration, and professional learning
- Presents complex information effectively to varied audiences
- Problem-solves and makes decisions in dynamic educational environments
- Builds and maintains positive, collaborative relationships with internal/external partners
- Coordinates and leads meetings, workshops, and professional learning communities to achieve shared

goals.

- Adapts to changing educational priorities and respond effectively to emerging needs and challenges
- Promotes and sustains cross-divisional collaboration to ensure alignment of educational programs, supports, and resources
- Works independently with minimal supervision while maintaining strong attention to detail
- Applies equitable practices and culturally responsive strategies in program design and delivery
- Communicates effectively, both orally and in writing, to diverse audiences
- Maintains organized records and meet reporting requirements to support transparency, accountability, and compliance
- Researches and evaluates instructional resources and emerging educational practices to enhance programs

## **JOB QUALIFICATIONS / REQUIREMENTS:**

### **EDUCATION AND EXPERIENCE:**

- Minimum of Bachelor's Degree in Education, Reading/Literacy, or a related field
- Minimum of five (5) years of successful classroom teaching experience, including experience supporting English Learners and diverse student populations.
- An additional minimum of two (2) years of administrative or leadership experience in a K–12 public school, district, or county office setting.
- Experience providing professional development, instructional coaching, or curriculum support in literacy and language development.
- School site, district, or county-level administrative experience desirable.

### **EQUIVALENCY:**

Not Applicable.

### **LICENSE/CERTIFICATIONS:**

- Valid California Teaching Credential
- Valid California Administrative Services Credential
- Valid, current California Driver's License
- Evidence of Insurability

### **OTHER EMPLOYMENT REQUIREMENTS:**

- Criminal Justice Fingerprint /Background check
- Tuberculosis negative test result and subsequent renewals

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed in an indoor classroom/office environment under conditions with exposure to risk of injury and/or illness
- Significant fine finger and hands dexterity to operate specialized equipment and tools
- Seeing to read and perform primary functions of classification and view computer screens
- Some lifting, carrying, pushing, and/or pulling, stooping, kneeling, crouching, and/or crawling
- Frequent sitting, walking, and standing.