



# RIALTO UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT

## LEAD ACADEMIC AGENT: ELEMENTARY INNOVATION

### 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:

- 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 humanities.
- Participates in and coordinates curriculum review, development, and implementation in humanities as it relates to interdisciplinary literacy and intervention literacy.
- Supports the goals of the District in making fiscally responsible curriculum-instructional practices for the District in humanities as it relates to interdisciplinary literacy and intervention.
- Supports innovation in the providing of categorical and base (core) support services and materials for students as it pertains to humanities related to interdisciplinary literacy and intervention.
- Supports, plans and participates in District-wide professional growth in humanities as it relates to interdisciplinary literacy, intervention, 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.
- 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.
- Keeps abreast of latest educational research, regulations, materials and processes in assigned areas of responsibility.
- Develops Board policies related to assigned services areas, as necessary.
- Supervises staff as directed by the Superintendent or designees.
- Attends Board of Education meetings.

- Performs additional duties and responsibilities as delegated by the Superintendent or designees.

**KNOWLEDGE AND ABILITIES:**

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:**

EXPERIENCE:

Five (5) years administrative experience with a minimum of three (3) years' experience as a principal.

EDUCATION:

Masters Degree or higher degree from an accredited college or university.  
Possession of an Administrative Services Credential.  
CLAD certificate or equivalent is desired

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- 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

**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  
Attention to detail: 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:      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 12th 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

**Revision Date: 4/2023**

**AN EQUAL OPPORTUNITY EMPLOYER  
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**