



RIALTO UNIFIED SCHOOL DISTRICT

Lead Academic Agent: Liberal Arts and Literacy/Intervention Management Job Description

DEFINITION

Under the direction of the Superintendent or designee, coordinates, manages, and supervises various District student interventions and literacy programs; supports principals to create effective intervention and literacy plans to close achievement gaps in the District; supports the District's instructional programs in the liberal arts, including curriculum, professional development, and assessment.

ESSENTIAL DUTIES

- Provides leadership for all departments in the areas of liberal arts, literacy, and intervention.
- Supports the Curriculum and Instruction Program through the maximization of resources directed toward accomplishing the Instructional and programmatic goals of the District.
- Advises, participates in and supports school site principals and or program/department administrators in the areas of literacy, liberal arts, and intervention.
- Supports, plans and participates in District-wide professional growth in literacy, liberal arts, intervention, testing and assessment, student performance, instructional materials and current research.
- Prepares and presents reports and presentations and data summaries as directed by the Superintendent or designee.
- Maintains necessary data and records within the division to provide assistance to sites in the implementation of District literacy programs, liberal arts curriculum, and District intervention programs.
- Assists in monitoring District curriculum-instructional programs to ensure compliance with law, District directives, research-based practices, and employee contracts.
- Supports the goals of the District in making fiscally responsible curriculum-instructional practices for the District in the areas of literacy, liberal arts, and intervention.
- Supports innovation in the providing of categorical and base (core) support services and materials for students in literacy, liberal arts, and intervention.
- Collaborates with District and site administrators in the implementation of improvement practices, literacy programs, interventions, and an effective liberal arts curriculum.
- Participates in and coordinates curriculum review, development, and implementation in literacy, liberal arts, and intervention.
- 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.
- Reviews and maintains working knowledge of the District and state curricular standards, frameworks, and California Standards for the Teaching profession.
- Reviews and becomes familiar with the District's Local Education Agency Plan (LEAP), including current objectives, priorities, evaluation information and issues.
- Keeps abreast of latest educational research, regulations, materials and processes in assigned areas of responsibility.
- Develop Board policies related to assigned services areas as necessary.
- Supervises staff as directed by the Superintendent or designee.
- Performs additional duties and responsibilities as delegated by the Superintendent or designee.

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, 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	
Attention to detail:	Constantly

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 th 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		