

Job Announcement: Literacy Assistant Director

The Ohio Department of Education, Center for Teaching Leading and Learning is seeking a Literacy Administrator. The successful candidate will be responsible for providing program direction on behalf of the Director of the Office of Approaches to Teaching and Professional Learning in the management and oversight of the department's literacy programs. This position will provide an opportunity work with Ohio stakeholders to increase language and literacy outcomes for Ohio's learners birth to grade 12.

Major Responsibilities & Duties:

Provides program direction on behalf of the Director of the Office of Approaches to Teaching and Professional Learning in the management and oversight of the Department literacy projects:

- Manages the literacy team which consists of Literacy Specialist Consultants and field staff (adolescent literacy specialists and Ohio Literacy Leads)
- Works with the program administrator to manage the \$35 million Striving Readers Grant by:
 - Coordinating all required grant activities
 - Coordinating all reporting requirements including updates and reports to the US Dept. of Ed.
 - Overseeing budget
- Implements budgetary, legislative, and administrative policies and procedures pertaining to literacy improvements aligned with the goals of the center and the Department Strategic Plan;
- Collaborates with the Third Grade Reading Guarantee Administrator to formulate, develop, and implement policies for early (i.e., preschool – 3rd grade) language and literacy core instruction, intervention and support, including the Third Grade Reading Guarantee;
- Works collaboratively to coordinate and implement intra and inter-agency initiatives to provide language and literacy supports to children who are at-risk for delayed development of language and literacy. These initiatives include:
 - State Systemic Improvement Plan: Early Literacy Pilot
 - State Personnel Development Grant
- Works with representatives from other ODE offices to refine and coordinate ODE's reading improvement efforts to determine effectiveness of district/school plans and measures of progress for literacy improvements;
- Coordinates the research and analysis of literacy and reading programs, procedures, and policies;
- Provides policy interpretation and implementation to support and monitor the effectiveness of literacy coaching and district supports for preschool through grade 12 literacy initiatives;
- Works in a leadership role to provide policy, guidance, and support on statewide literacy and assessment initiatives in accordance with area(s) of expertise;
- Assists with review, development, and implementation of legislation and policy to ensure alignment with assessments and standards legislation and other state education legislation.

Serves as liaison between state and local entities in the area of reading/literacy support:

- Collaborates with other state agencies, regional systems of support, parent and professional organizations/associations, and school district personnel to ensure technical assistance and professional development initiatives are appropriate and focused on improving results;
- Works with local and state staff to monitor progress toward accomplishing Ohio goals, strategies, and performance measures;
- Coordinates comprehensive professional learning opportunities for district and regional level educators and leaders.
- Works on special assignments and projects as directed.

Minimum Qualifications:

- Master's degree in education or related field (e.g., language and literacy, reading, speech and language pathology)
- 5 years applied experience in the areas of language and literacy (e.g., reading, English language arts) in an educational setting

Preferred Qualifications:

- Experience developing and implementing policy
- Applied experience providing intervention and remediation for students
- Strong organizational skills with demonstrated ability to manage multiple complex roles and responsibilities
- Systems thinker with creativity and strong problem-solving skills
- Strong analytical and critical thinking skills related to educational policy, resource allocation, and program design
- Exceptional verbal/written communication and presentation skills and a proven ability to build productive relationships with, and communicate complex messages to, a wide variety of stakeholders
- A strong understanding of Ohio's educational policy and landscape
- Unwavering belief that all students can learn and achieve success in school
- Excellent communication, interpersonal, and team-building skills

Additional Information:

- Compensation is negotiable; depends on candidates experience and qualifications.
- Requires travel throughout State of Ohio and may require overnight stay. (Must be willing and able to secure a valid driver's license OR supply your own transportation).

All qualified candidates should apply at www.careers.ohio.gov no later than **December 20, 2020**.

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