

Fairfield Public Schools
Fairfield, Connecticut

- I. **JOB TITLE: Director of Secondary Literacy and Learning**
English Language Learners and SRBI Grades 6-12
Gifted Grades 6-8
Curriculum focus- English/Language Arts
- II. **CERTIFICATION/QUALIFICATIONS: Intermediate Administrator Certification**
- III. **WORK YEAR: 12 months**
- IV. **REPORTS TO: Director of Innovation**
- V. **JOB GOAL: To provide leadership at the 6-12 level for the effective implementation of the ELL Program, SRBI Process, and Literacy Instruction.**
- VI: **MAJOR RESPONSIBILITIES:**
1. Provide leadership necessary for effective implementation of the Language Arts Curriculum 6-12.
 2. Provide leadership necessary for a highly effective Scientific Research Based Intervention program for Grades 6-12.
 3. Provide leadership necessary for the English Language Learner (ELL) for Grades 6-12.
 4. Provide leadership necessary for the Gifted Program Grades 6-8.
 5. Work closely with the Director of Innovation, Chief Academic Officer, and the entire senior leadership team to ensure vertical articulation and consistent implementation of curriculum 6-12.
 6. Co-supervise and co-evaluate selected teachers in Grades 6-12.
 7. Under the direction of the Chief Academic Officer coordinate the Library Media program Grades 6-12.
 8. Support the implementation of district programs and curriculum.
 9. Assist school leaders in analyzing data to enhance student achievement.
 10. Lead and organize visitations to other secondary programs with respective staff.
 11. Provide leadership necessary for the English/Language Arts Department to function effectively.
 12. Assist teachers in integrating student-centered instruction tailored for Grades 6-12 which demonstrates and supports instructional practices utilizing technology integration and cross-curricular collaboration.
 13. Assist teachers in integrating Project Based Learning methodology to provide authentic learning opportunities for students.

14. Assist teachers in the development of assessments including formative, summative and project-based that align with Fairfield's curriculum.
15. Plan, implement and oversee all curriculum development and revision projects, including presentations to the BOE.
16. Foster communication within the Executive Leadership Team by maintaining a collaborative and thoughtful approach to operating as a team.
17. Foster communication within the Curriculum Focus department to engage and inspire innovation, collaboration, and creativity.
18. Under the Director of Innovation, oversee secondary processes; such as textbook adoption, professional development implementation, and instructional coaching.
19. Collaborate and communicate effectively with building administrators in matters specific to department issues.
20. Participate on the team as part of the teacher induction process to Fairfield Public Schools and serve as an ongoing resource to teachers in 6-12.
21. Provide input to the Executive Leadership Team during budget preparation with equipment, staffing, materials, including price and/or bid information on texts, supplies and equipment repairs.
22. Assist in any other curriculum/department functions at the request of the Director of Innovation.

07/25/2017 Program Director
Revised 7/10/03
Revised 5/1/05
Revised 5/9/08
Revised 6/4/13
Secondary Curriculum Leader for English