

# California State University, Fresno Foundation

## REGIONAL PROJECT DIRECTOR – CALIFORNIA READING AND LITERATURE PROJECT (CRLP) JOB ANNOUNCEMENT # 23-533

<b>POSITION SUMMARY:</b>	<p><b>Part-time, non-benefited position with the California Reading and Literature Project (CRLP) program through the California State University, Fresno Foundation.</b> This position will work approximately 20 hours per week. The California Reading and Literature Project (CRLP), is housed in the Literacy, Early, Bilingual, and Special Education Department of the Kremen School of Education and Human Development and is part of a statewide network supporting California’s K-12 teachers with high-quality professional learning to support the successful implementation of the CA Common Core State Standards for ELA/Literacy and English Language Development. CRLP promotes teacher leadership development as a key component of professional learning required for sustained school improvement.</p> <p>CRLP Signature Professional Development Programs support communities of educators who share responsibility for helping California's students develop the high levels of academic literacy and language required for success in higher education and the 21st century workplace.</p>
<b>MAJOR DUTIES:</b>	<p>The incumbent will be responsible for the following. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● Develop a relationship with district superintendent, school board, and appropriate central office staff to establish a KSOEHD presence in the school district on an ongoing basis.</li> <li>● Initiate, develop, and manage relationships with school principal(s), appropriate staff, and teachers, to establish a KSOEHD presence at the school site(s) along with establishing and maintaining a liaison between CRLP program staff and key district/school personnel.</li> <li>● Oversee, design, plan, and administer institutes, follow-up activities, conferences, retreats, and specific Subject Matter professional development programs throughout the year when appropriate or delegate appropriate planning and administering tasks to subordinates or hired consultants, when needed.</li> <li>● Independently meet with specific Subject Matter educators on an ongoing basis to design and ascertain the need for institutes and follow-up sessions funded by grants, other funding sources, and by schools and school districts.</li> <li>● Organize and direct professional development for K-12 teachers including curriculum development, research, and development of teacher leaders.</li> <li>● Identify and direct outreach to university and neighboring school districts and schools.</li> <li>● Collaborate with Principal Investigator, CRLP statewide office, and other CRLP regions.</li> <li>● Coordinate activities for the San Joaquin Valley</li> <li>● Manage all budgetary matters for the site.</li> <li>● Supervise office personnel at the site.</li> <li>● Be responsible for the development of teacher leadership.</li> <li>● Participate in program development and research for the project.</li> <li>● When appropriate, present or facilitate CRLP professional development.</li> <li>● Foster high-quality staff development for K-12 teachers in areas of reading, language arts, English language development, and literature.</li> <li>● Collaborate with schools, districts, and counties to provide professional development with the objective of improving student achievement.</li> <li>● Establish and maintain professional development connections with other CRLP regions, other CSMP projects, institutions of higher learning, and statewide and national professional organizations that focus on reading, literature, and English language development.</li> <li>● Works in conjunction with CRLP Executive Office in supporting statewide goals for language and literacy instruction, including attendance at statewide meetings, conferences, and retreats.</li> <li>● Other duties as assigned.</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p><b>Basic Qualifications (at time of application):</b></p> <ul style="list-style-type: none"> <li>● Master’s degree in the field of literacy, English development, multilingual-multicultural or related field, Ph.D/Ed.D preferred,</li> </ul>

	<ul style="list-style-type: none"> <li>• Must have a current CA Teaching Credential.</li> </ul> <p><b>Required Additional Qualifications (at start date):</b></p> <ul style="list-style-type: none"> <li>• At least five (5) years teaching experience in diverse K-12 setting.</li> <li>• Working knowledge of basic reading content in all disciplines and trends in current reading research, so that the content of reading education programs is relevant for teachers and students.</li> <li>• Knowledge and understanding of Common Core State Standards and ELA/ELD Framework.</li> <li>• Knowledge of working with English Language Learners and long-term English Language Learners.</li> <li>• Demonstrated knowledge of literacy and language development in young children and adolescents.</li> <li>• Applied understanding of discipline-specific literacy development.</li> <li>• Experience working effectively with and facilitating the learning of adults.</li> <li>• Experience working effectively with school site and school district administrators and procedures in order to tailor the CRLP programs to them.</li> <li>• Ability to clearly communicate both orally and in writing.</li> <li>• Ability to communicate effectively to small and large groups to make presentations and convey information about Reading and education policies and practices, elicit cooperation and support, and share new ideas.</li> <li>• Skill in performing a variety of duties writing, designing, acquiring speakers for different projects concurrently.</li> <li>• Skill in setting deadlines and establishing priorities for self and support staff to ensure that tasks get accomplished within deadlines.</li> <li>• Skill in analyzing teacher school district needs and resources available to design appropriate programs.</li> <li>• Ability to travel to various school sites within and outside the state to represent CRLP.</li> <li>• Skilled in using MS Office, Excel, Google (Slides, docs, etc.) with the ability to use and learn word processing and computing technologies to write material, develop budgets, and organize information for the CRLP Project and its programs.</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Knowledge of implementation of CRLP Signature Programs.</li> <li>• Experience writing and managing grants.</li> <li>• Experience developing and managing a budget.</li> <li>• Ability to assess professional development needs of schools and districts.</li> <li>• Knowledge of University-campus-wide administrative and academic organization.</li> </ul>
<b>SALARY:</b>	\$42.50 per hour. This position is non-benefited.
<b>DEADLINE:</b>	<b>Application review begins October 19, 2023; open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p style="text-align: center;">California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Avenue  Fresno, CA 93710                      Fax: (559) 278-0988</p> <p><b>Application &amp; resume may be e-mailed to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></b></p>

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>*

*Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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