Houston Independent School District

Job Description

POSITION TITLE:
Manager, Early Literacy Initiative

CONTRACT LENGTH:
12M

DATE: 02/05/20

DATE OF LAST REVISION: 02/05/20

JOB CODE: TR0495

PAY GRADE: 31

SAP: 30010151

FLSA EXEMPTION STATUS: E

Job Family – Academics

JOB SUMMARY
The Manager, Early Literacy Initiative leads a team of content area Early Literacy Reading Specialists (Cohort Leaders) to support the implementation of the district and state initiatives as it relates to Reading Academies.

MAJOR DUTIES & RESPONSIBILITIES

List most important duties first

1. Manages a cluster of approximately 15 Early Literacy Reading Specialist (ELRS). This includes working with ELRS individually and as a group to provide job-embedded support and district staff development.

2. Creates, develops, and implements systems for successful implementation of literacy initiatives.

3. Researches, learns, and remains current in district, state, and federal literacy initiatives and requirements.

4. Provides professional learning to facilitate successful implementation of literacy initiatives.

5. Works collaboratively with curriculum and professional learning departments to coordinate efforts for initiatives compliance.


7. Performs other job-related duties as assigned.
**Houston Independent School District**  
*Job Description*

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<th><strong>EDUCATION</strong></th>
<th>Bachelor's Degree; Master's Degree preferred</th>
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| **WORK EXPERIENCE** | 5 to 7 years of teaching experience  
Strong management and influence skills  
Strategic focus, able to think holistically to problem solve and to allocate resources accordingly. |
| **TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION** | Expected to obtain the TEA Reading Academy Cohort Leader Certification within 2 years.  
Microsoft Office  
Office equipment (e.g., computer, copier) |
| **LEADERSHIP RESPONSIBILITIES** | Manages. Accomplishes the majority of work objectives through the management of direct reports.  
Provides day-to-day direction to staff; may become directly involved, as required, to meet schedules and resolve problems. Responsible for assigning work, meeting completion dates, interpreting and ensuring application of policies and procedures of district and state initiative of Reading Academies. Receives assignments in the form of objectives, with goals and the process by which to meet goals. Provides input to hiring, performance and budget. |
| **WORK COMPLEXITY/INDEPENDENT JUDGMENT** | Work is substantially complex, varied and regularly requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select, and apply the most appropriate methods as well as interpret precedent. Position regularly makes recommendations to management on areas of significance to the department. Supervision received typically consists of providing direction on the more complex projects and new job duties and priorities. |
| **BUDGET AUTHORITY** | Specifies requirements for a plan and/or budget. |
| **PROBLEM SOLVING** | Decisions are made on both routine and non-routine matters with some latitude but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas. |
| **IMPACT OF DECISIONS** | Decisions have moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the organization itself and is short term. |
| **COMMUNICATION/INTERACTIONS** | Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with customers and Top Management. |
| **CUSTOMER RELATIONSHIPS** | Regularly assesses and diffuses complex, and escalated customer issues. Takes personal responsibility and accountability for solving systemic customer service problems. Regularly explores alternative and creative solutions to meeting the needs of the customer within HISD's policies and guidelines. |
| **WORKING/ENVIRONMENTAL CONDITIONS** | Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.  
Ability to carry and/or lift less than 15 pounds. |