

**Kansas Board of Regents
Position Description for
Senior Associate Director for Literacy**

Date: July 2024
Name: Vacant
Position No.: K0246104
Supervisor: Director of Literacy

Brief Description of the Position:

The Senior Associate Director for Literacy reports to the Director of Literacy and supports oversight of the Blueprint. In fulfilling these responsibilities, the Senior Associate Director will engage the state's six universities and Washburn, the Kansas State Department of Education, and other key stakeholder groups to achieve the transformational goals as laid out in the Blueprint.

Position Duties:

- Assist the Director to provide executive support for the Literacy Advisory Committee
- Support the development of a strategic plan, to include strategies and metrics
- Lead the establishment of a program/ platform to track professional learning of in-service educators, instructional coaches, reading specialists, and school leaders
- Support the development of pathways to achieving a micro-credential in the Science of Reading, specifically Structured Literacy
- Facilitate a community of practice with university faculty, to strengthen and expand our capacity around teacher preparation and practice
- Lead the development of accessible professional learning systems and platforms to make accessible courses in Structured Literacy, inclusive of performance assessments, field and applied experiences that lead to a micro-credential
- Coordinate with universities to conduct an annual systemwide analysis of curriculum maps utilized in the teacher preparation programs
- Lead the development and implementation of the Kansas Centers of Excellence in Literacy,
- Monitor progress and lead annual review of Centers of Excellence in Literacy, ensuring consistency across the Centers.
- Lead the development and implementation of multiple centers by working on strategic plans, recommending resource allocation, and coordinating cross-functional teams to ensure alignment with organizational goals and mission, resulting in the successful launch and sustainable operation of each center.
- Support the Blueprint for Literacy Communications Plan with specific strategies to inform and engage stakeholders at all levels and regions
- Facilitate presentations to various stakeholder groups and provide testimony as necessary in coordination with the Director and Blueprint Leadership Team
- Coordinates small- and large-scale events to advance the goals of the Blueprint
- Performs other duties as assigned

Supervisory Duties: No

Required Qualifications:

- Bachelor's degree from an accredited institution
- Minimum of five years teaching and/or administrative experience in elementary, secondary, or postsecondary education environment.
- Familiarity with the IDA Knowledge and Practice Standards
- Demonstrated familiarity with literacy education and/or teacher development
- Group facilitation and engagement skills
- Demonstrated project management experience.
- Strong analytic, organization, interpersonal and communication skills; ability to prioritize, take initiative, and follow through to completion with multiple projects.

Preferred Qualifications:

- Master's degree from an accredited institution.
- Demonstrated familiarity and experience with strategies and structures for professional learning and stakeholder engagement
- Demonstrated capacity to address critical issues and solve problems