

# CRLP Director & Lecturer

## Posting Details

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**Position Title** CRLP Director & Lecturer

**Position Category** Staff (Exempt)

**FLSA** Exempt

**FTE** 1

**Location** Thousand Oaks

**University Background** The mission of California Lutheran University is to educate leaders for a global society who are strong in character and judgment, confident in their identity and vocation, and committed to service and justice. Founded in 1959 in beautiful Ventura County, the university has an enrollment of about 4,000 undergraduate and graduate students who come from across the nation and around the world from a diversity of backgrounds, cultures and faiths. As a federally recognized Hispanic-Serving Institution, The university is looking for candidates with a dedication to and success in working in diverse communities. The university is committed to an inclusive learning and work environment that values individual differences and respects each person's dignity.

**Basic Function** The CRLP Director & Lecturer position reports to the Dean of the Graduate School of Education. This position includes two roles as the California Reading & Literature Project (CRLP) Director (.5 FTE – 12 month calendar year) and Department of Learning & Teaching lecturer (.5 FTE – 9 month academic year). The CRLP Director role will direct the Thousand Oaks regional site, a California Subject Matter Project, responsible for overseeing, developing and administering professional development programs in alignment with the goals and vision of the California Subject Matter Project among all K-university students, teachers, continuum education, language and standards based curriculum development for faculty, administrators and staff. The lecturer role will be located in the Department of Learning & Teaching, which offers credential programs in Multiple Subjects (elementary), Single Subjects (secondary), and Educational Specialists (Mild to Moderate, Moderate to Severe, and Deaf and Hard of Hearing), responsible for teaching in the programs, student advisement, and service to the university and broader community.

### Representative Duties

- Recruits, selects, orients, evaluates and supervises qualified accredited and / or certificate instructors. E
- Recruit California Reading and Literature Project (CRLP) Cal Lutheran specific Subject Matter Project teacher-leaders to lead all sessions: publicize institutes; design curriculum with project staff, and with school district personnel (if appropriate) to design programs to meet the needs of the district and aligned with state and national specific Subject Matter standards. E
- Observe, guide and instruct teachers in their classrooms, formulate program evaluations, write quarterly reports, and manage workshops. E
- Appoint, nurture, and guide teacher leaders who provide leadership for the activities, including but not limited to CRLP's signature professional development programs, on a continuous basis. E
- Develop working relationship with district superintendent, school board, and appropriate central office staff to establish CRLP Thousand Oaks presence in the school district on an ongoing basis. E
- Initiate, develop and manage relationship with school principal(s), appropriate staff and teachers, to establish CRLP Thousand Oaks presence at the school site(s) along with establishing and maintaining communication between CRLP Thousand Oaks outreach program staff and key district/key personnel. E
- Foster quality staff development for teachers in the areas of reading, language arts, English language development and literature. E
- Analyze and determine school and district/cluster needs. Provide programs to maximize effectiveness of activities. E
- Provide technical assistance and collaborate with schools, districts, and counties to provide professional development with the objective of improving student achievement. E
- Develops, prepares and reconciles budget for program(s). Oversee budget development and administration of funds, awarded through State and Federal government (CDE, NCLB), including contracts, grants, matching funds, and professional development income. E
- Carry a 12-unit course load per year **(September to May)** E
- Teach in literacy and teaching methodology. E

- Teach at the graduate level. E
- Advise graduate students. E
- Integrate current and emerging instructional delivery technologies into the learning process across classroom and online settings. E
- Participate in service to the department, school, university, and K-12 community. E
- Demonstrate commitment to professional excellence and continuous growth within the subject, field or discipline. E
- Attend departmental meetings. E
- Support teacher candidates in completing their edTPA. E

E=Essential Functions

#### Knowledge Of

- Best practices in literacy.
- K-12 district literacy programs.
- How technology can enhance teaching and learning.
- Diversity, Equity and Inclusion in teaching and learning
- Macintosh and Windows platforms.
- Standard office equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Applicable laws, codes, regulations, policies and procedures.
- GSOE vision, mission and guiding principals.
- Global California 2030.
- Local, state and national educational issues and trends across the K-12 pipeline.
- Regional demographics and multicultural/multiracial populations in the community.
- Teacher Performance Expectations (TPEs) and teacher candidate assessment (i.e., edTPA)
- Reading Instruction Competence Assessment (RICA)
- Excellent oral, written and interpersonal communication skills

#### Ability To

- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Develop and conduct oral presentations.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and reports.
- Supervise staff.
- Understand the diverse academic, social, economic, cultural, and ethnic background of university students
- Mentor African American, Latinx, and Native American students
- Understand the needs of students with exceptional learning needs
- Maintain teaching effectiveness and research to drive instruction

#### Minimum Qualifications

Any combination equivalent to : a Master's Degree in education and 5 years supervisory experience and 5 years K-12 teaching experience. Current teaching credential is required.

#### Preferred Qualifications

- K-12 experience in a field related to teaching
- Understanding of and sensitiveness to
- Deep background of dual language programs, two-way immersion programs
- Experience in the effective use of technology in educational practice
- Successful involvement with university-public school partnerships
- Pedagogical experience with hybrid or online teaching strategies
- Multilingual speakers, Spanish speakers preferred

#### Licenses and other requirements

N/A

#### Environment

Busy office environment.

#### Hiring Range

\$61,182-\$79,536

#### Posting Number

Staff004072020

#### Number of Vacancies

1

<b>Desired Start Date</b>	10/01/2021
<b>Position End Date</b>	
<b>Open Date</b>	08/20/2021
<b>Close Date</b>	09/05/2021
<b>Open Until Filled</b>	No

**Application Procedure/Special Instructions****Statement**

California Lutheran University is committed to providing equal opportunity in employment for all persons, regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, genetic information, gender, gender identity or expression, or any other basis protected by applicable law. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity or facility of the University on the basis of these factors in a manner consistent with applicable federal and state laws, regulations, ordinances, orders and rules, and University's policies, procedures, and processes.

Upon request, reasonable accommodations in the application process can be provided to individuals with qualifying disabilities. Please contact the Human Resources Department for further information or to request an accommodation.

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

## Applicant Documents

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**Required Documents**

1. Resume/Curriculum Vitae
2. Cover Letter
3. Teaching Philosophy
4. Statement of Research/Creative Activities

**Optional Documents**