



Job Title: Instructional Facilitator

Wage/Hour Status: Exempt

Reports To: Campus Principal

Pay Grade: Administrative -Professional - 3

Dept./School: Assigned Campus

Revised:

Primary Purpose:

Implement and sustain ongoing, job-embedded professional learning to improve educator quality and increase student achievement, particularly among at-risk and educationally disadvantaged populations.

Qualifications:

Education/Certification:

Texas valid teaching certification

Special Knowledge/Skills:

Knowledge of curriculum design and implementation

Ability to interpret data and provide guidance for instructional programs and teaching effectiveness

Ability to develop and deliver training to adult learners

Strong organizational, communication, and interpersonal skills

Experience:

Five years teaching experience

Major Responsibilities and Duties:

Work in coordination with district administration to assist and support the campus principal, including but not limited to the following:

Provide leadership for:

- Professional Learning Communities and/or grade level planning;
- Campus MTSS systems, academic interventions, and accelerated instruction;
- Comprehensive Needs Assessment and campus improvement planning;
- Common formative assessments and determining necessary supports for at-risk students;
- Monitoring academic performance of student groups; and
- Evaluation and selection of Tier 2 intervention resources and materials.
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Provide ongoing, job-embedded professional learning related to or including:

- Instructional coaching and classroom walkthroughs to provide feedback to teachers;
- Educating staff about developments in state and district curriculum;
- Lesson planning aligned with DDCD and implementation with fidelity;
- Effective and engaging instructional strategies;
- Demonstration lessons;
- Novice teacher mentoring;
- Implementation of new systems or initiatives related to instruction and classroom management;
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- Effective use of technology for instruction;



- Classroom management;
- Disaggregation of formative and summative assessment data and item analysis;
- Cultural competence;
- Career readiness education;
- Effectively differentiating instruction for students with disabilities, emergent bilinguals, and identified as gifted;
- Support students affected by trauma and/or mental illness;
- Effective family engagement and coordination of services between the school and community; and
- STEM focused instruction.

Other:

- Follow district safety protocols and emergency procedures.
- Compile, maintain, and file all reports, records, and other documents required, including confidential student and teacher records.
- Comply with federal and state law, State Board of Education rule, and local board policy. Comply with all district and local campus routines and regulations.
- May complete other duties as assigned not to exceed 5% of the employee’s time.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Work inside, may work outside

Mental Demands: Maintain emotional control under stress

Wage/Hour Status: Exempt

Pay Grade: Administrative -Professional - 3

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant’s job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the _____ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE _____ Date: _____