



Crandall Independent School District

Job Description

Job Title:	Curriculum Facilitator	Wage/Hour Status:	Exempt
Reports To:	Chief Academic Officer	Date Revised:	April 19, 2024
Dept./School:	Administration Building	Funding Source:	Compensatory Education Allotment

Primary Purpose:

The Curriculum Facilitator will make informed instructional material adoption selections, provide standards-aligned high quality instructional materials that include a scope and sequence, complete units, lesson plans, assessments, and integrated supports to meet the needs of all learners. Curriculum Facilitators will engage in routine content and TEK analysis that results in strategic observations, tiered campus support, and professional development. Tiered campus support will help develop teacher capacity in aligning instructional materials, instructional planning, delivery of instruction, and differentiation. Professional development will expand and refine the understanding of research-based effective instruction at the district and campus levels.

Qualifications:

Education/Certification:

Texas Teacher Certification

Special Knowledge/Skills:

Working knowledge of curriculum and instruction

Ability to organize and coordinate district wide program

Ability to interpret data

Strong organizational, communication, and interpersonal skills

Experience:

A minimum of five (5) to seven (7) years of successful elementary or secondary teaching experience, required

A minimum of two (2) years of non-classroom leadership experience, preferred

Major Responsibilities and Duties:

Curriculum, Instruction, and Assessment

1. Keeps current in the areas of curriculum development and current research, teaching methodology, assessment, and educational technology.
2. Maintain an aligned and updated scope and sequence calendar, instructional resources, lesson plans, and assessments.
3. Assist in the selection and purchase of supplemental equipment and supplies for the program.
4. Collaborate with stakeholders to develop and/or revise district curriculum and instructional resources.
5. Collaborate with administrators to ensure success for teacher instructional and pedagogical growth.
6. Supports alignment and implementation success between instructional materials, district curriculum, and state standards through:
 - a. scheduled and random quality checks on classroom instruction
 - b. support identified campus PLCs in TEK alignment, internalization, and lesson delivery
 - c. support identified campus PLCs with analyzing and interpreting assessment data
 - d. routine coaching based upon data and district level prioritization
 - e. conduct lesson demonstrations for campuses or teachers needing assistance.
7. Plan and use appropriate instructional strategies, activities, and materials that reflect
 - a. Understanding of the learning styles in accordance with guidelines established by the Texas Educational Agency, board policies, and administrative regulations.

8. Work with campus instructional leadership teams to provide quality tutorials, research-based small group instruction, and research-based individual instruction for identified students.
9. Work with campus administrators to provide extended learning opportunities for identified students.
10. Develop curriculum-based assessments for STAAR/EOC tested courses.
11. Assist with the coordination of state and mandated assessment program as needed
12. Provide professional development that expands teacher understanding of quality tier-1 instruction, use of student-learning data for planning, and exemplary lessons using a variety of teaching strategies.
13. Models proficiency, shares expertise, and empowers teachers with validating and affirming feedback that evokes confidence and resilience.
14. Recognizes the developmental stages of students and supports teachers' appropriate instruction of these students.
15. Provides regular reports and work logs to the supervisor.

Professional Development

16. Enhances teachers' content knowledge and effective use of instructional strategies (i.e., in-services, workshops, classes, modeling instruction).
17. Participates in ongoing training and projects related to job responsibilities, including departmental staff meetings and professional learning opportunities.

Professionalism

18. Be a positive role model for students; support the mission of the school district.
19. Builds and fosters trusted relationships with colleagues and administration based on professional respect and authenticity of liaison.
20. Maintains a positive and safe learning environment for teachers that results in their professional growth.
21. Acts in accordance with federal and state laws.
22. Maintain confidentiality.
23. Follow district safety protocols and emergency procedures.

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); occasional physical restraint of students to control behavior

Environment: Work inside, may work outside

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours

The document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Print Name

Signature

Date