Job Title: Instructional Facilitator
Reports to: Campus Principal
Dept./School: Assigned Campus and Level
Wage/Hour Status: Exempt
Pay Grade: Teacher Pay Scale
Duty Days: 10 month
Fund Source: 211 Paid from school wide single fund Source – Title IA funds are consolidated on the school wide campus
Date Revised: May 2015

Primary Purpose:

- Provide teacher mentoring/training that strengthens pedagogical and classroom management skills.
- Develop professional development activities that align to and support campus and district goals.
- Provide instructional support during Professional Learning Communities for the purpose of disaggregating state, district and campus assessment data.
- Attend all Professional Learning Communities to monitor effective implementation.
- Coach and mentor teachers in successfully implementing professional development and district/campus initiatives to improve overall student performance.
- Conduct daily instructional walkthroughs to ensure that curriculum and pedagogical strategies are effectively implemented.
- Provide training to faculty and staff to facilitate the effective use of technology in instructional strategies in the classroom.
- Work with department chairs to discuss planning, interventions and tutoring.
- Work with campus Principal and district Curriculum department to coordinate campus/district initiatives around curriculum design and delivery.

Qualifications:

**Education/Certification:**
Bachelor’s degree
SBEC Certified Teacher

**Special Knowledge/Skills:**
Working knowledge of curriculum and instruction
Ability to evaluate instructional program and teaching effectiveness
Ability to implement policy and procedures
Ability to interpret data
Strong organizational, communication, public relations, and interpersonal skills

**Experience:**
Three to five years of successful experience as a classroom teacher

Major Responsibilities and Duties:

**Instructional Management**

1. Coordinate, under the direction of the principal, the effective management of the campus instructional program resulting in student success.

2. Work as a member of the campus leadership team in establishing, modeling, and communicating a positive organizational climate that is focused on results and capacity of the building.

3. Assist the principal in developing and communicating the campus mission for curriculum and instruction in accordance with district and state goals and objectives.

4. Coordinate professional growth and development programs for staff by utilizing appropriate assessment strategies.
5. Ensure that the campus obtains and uses assessment data for PLC collaboration in developing campus performance objectives as derived from the State Academic Excellence Indicator System and Federal Accountability indicators.

6. Works in collaboration with district curriculum department to improve the design and delivery of district curriculum and assessments which would include the use of Eduphoria platform.

7. Assist teachers and principals with planning, implementing and evaluating campus level instructional programs and interventions which includes developing the purpose, key objectives, instructional strategies, and assessment techniques.

8. Work with the district Curriculum department to improve the design and delivery of district curriculum, assessment, PLC, and instructional delivery.

9. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.

10. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction areas.

**School or Organization Morale**

11. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.

12. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.

13. Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement.

14. Ensure the effective and quick resolution of conflicts.

**School or Organization Improvement**

15. Build common vision for school improvement with staff. Direct planning activities and put programs in place with staff to ensure attainment of school’s mission.

16. Identify, analyze, and apply research findings (e.g., effective school correlates) to promote school improvement.

17. Assist in the developing and setting annual campus performance objectives for each of the Academic Excellence Indicators using the campus planning process and site-based decision making committee.

18. Develop, maintain, and use information systems and records necessary to show campus progress on performance objectives addressing all State Academic Excellence Indicators and Federal Accountability indicators.

**Management of Fiscal, Administrative, and Facilities Functions**

19. Comply with district policies and state and federal laws and regulations affecting the schools.

**Professional Growth and Development**

20. Develop professional skills appropriate to job assignment.

21. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.

22. Participate in a PLC with other district Instructional Facilitators for professional development.
School or Community Relations

23. Articulate the school’s mission to the community and solicit its support in realizing the mission.

24. Demonstrate awareness of school and community needs and initiate activities to meet those needs.

25. Use appropriate and effective techniques to encourage community and parent involvement.

Other

26. Perform other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Regular districtwide travel to student homes and multiple work locations as assigned. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities.

Supervisory Responsibilities:
None.

Equipment Used:
Copier, personal computer, and audiovisual equipment.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

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

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional district wide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by
Date

Reviewed by
Date