



<b>TITLE:</b>	<b>Campus Academic Facilitator</b>	<b>STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Principal</b>	<b>TERMS:</b>	<b>189 Days</b>
<b>DEPARTMENT:</b>	<b>Assigned Campus</b>	<b>PAY GRADE:</b>	<b>AP5, Chapter 21 Contract</b>

**PRIMARY PURPOSE:**

The Campus Academic Facilitator supports student achievement by strengthening instruction, integrating technology to enhance learning, facilitating data-driven practices, and building teacher capacity through coaching and professional learning. This role collaborates with teachers and campus leadership to implement curriculum, assessment systems, and instructional frameworks aligned to district goals.

**QUALIFICATIONS:**

**Education/Certification:**

- Master's degree from an accredited college/university preferred
- Valid Texas librarian or learning resources specialist certificate or endorsement preferred
- Valid Texas teaching certificate
- Gifted/Talented (30-hour) certification or willingness to obtain by March 1st of the school year hired; 6-hour annual update required after initial certification (elementary campuses only)

**Special Knowledge/Skills:**

- Previous teacher leadership experience
- Strong instructional coaching, facilitation, and professional development skills
- Effective communication, collaboration, and interpersonal skills
- Ability to design and deliver high-quality professional learning for teachers and administrators
- Demonstrated expertise in integrating technology into instructional best practices
- Knowledge of assessment systems, testing procedures, and data analysis
- Knowledge of library media science, research skills, and literacy practices
- Strong organizational skills with the ability to manage multiple responsibilities and meet deadlines
- Ability to function as a positive, collaborative member of a team
- Commitment to ongoing professional learning and reflective practice
- Such alternatives to the above qualifications as the Board of Trustees may find appropriate

**Experience:**

Minimum of 3 years of successful classroom teaching experience preferred.

**OVERSEES:**

This position oversees the campus library program, media center aide, technology paraprofessional, student aides, and volunteers, where applicable. Provides direction and support to campus personnel related to instructional learning systems, digital resources, assessment coordination, and advanced academic services.

**WORKING CONDITIONS:**

- Tools/Equipment Used:** Standard office equipment, including personal computer and peripherals
- Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting
- Motion:** Repetitive hand motions, frequent keyboarding, and use of mouse
- Lifting:** Occasional light lifting and carrying (less than 25 pounds)



**Environment:** Frequent districtwide travel; occasional statewide travel

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

**Essential Functions:**

1. Support the philosophy and vision of New Caney ISD.
2. Assist in writing curriculum and assessments, including but not limited to the district learning management system.
3. Facilitate instructional practice and professional development of teachers with a focus on improving student achievement.
4. Coach teachers on research-based instructional practices through effective communication, modeling, and classroom-based support.
5. Assist teachers in collecting, analyzing, and using data to inform instruction and support student growth.
6. Build and maintain positive relationships with teachers, administrators, and staff.
7. React to change productively and manage assigned tasks in a timely and effective manner.
8. Serve as the Campus Testing Coordinator, ensuring the planning, administration, security, and compliance of all state and local assessments (elementary campuses only).
9. Coordinate, test, and provide Gifted/Talented (G/T) instructional services in alignment with district programming and state requirements (elementary campuses only).
10. Coordinate and test for Gifted/Talented (G/T) instructional services in alignment with district programming and state requirements (middle school campuses only).

**General Responsibilities:**

1. Consult and collaborate with teachers, curriculum teams, and students to model information- and technology-infused lessons.
2. Demonstrate a strong foundation in pedagogy and instructional methodologies, including effective integration of technology.
3. Participate in campus leadership teams and support campus and district initiatives.
4. Design and implement learning experiences aligned with current research and best practices, including project-based learning, learning management systems, and makerspaces, etc.
5. Provide support for electronic textbooks, digital resources, online assessments, and instructional platforms.
6. Support campus communication by serving as campus webmaster, social media coordinator, and assisting with parent outreach as appropriate.
7. Provide learning opportunities related to emerging technologies and serve as a digital learning coach and teacher leader.
8. Research, evaluate, and implement instructional resources, including software, websites, and distance-learning tools.
9. Manage media/library resources, budgets, circulation systems, and inventory in accordance with district guidelines.
10. Promote literacy and encourage effective media utilization by students and staff.
11. Model and promote intellectual freedom, digital citizenship, information privacy, and copyright compliance.
12. Provide basic digital learning troubleshooting and sustained professional development focused on curriculum and technology integration.
13. Oversee library assistants, technology paraprofessionals, student aides, and volunteers, where applicable.
14. Use data to evaluate and guide decision-making related to the campus library and learning programs.
15. Perform other duties as assigned by the supervisor.



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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, abilities, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Signature

Printed Name

Date