

**NORTH ALLEGHENY SCHOOL DISTRICT****JOB PROFILE: Non-Athletic: Elementary Special Area Facilitator**

Reports to: Principal

Classification: Supplemental**Hours/Day:** Varies**Type/Days/Year:** Student
Days***Purpose/Summary***

The Elementary Special Area Facilitator acts as the liaison between the district administration and special area teams.

Essential Duties and Responsibilities

- Attends monthly meetings with administration and Curriculum Senate.
 - Shares feedback from the teachers.
 - Discusses concerns.
 - Records notes and share with the teachers.
- Facilitates open communication between the district administration and special area team through informal meetings and email.
- Conducts CADI meetings along with the Building Liaison and Department Chair in order to share district information, team goals, and ensure collaboration among the special area team.
- Supports the special area team with any questions or concerns.
- Develops a resource guide for pacing, content, grading, etc.
- Manages the team's Google Drive and shared Blackboard to ensure all teachers have access to the shared resources.
- Participates in department curriculum review process
- Plans, prepares, and timely delivers K-12 or designated CADI in conjunction with liaison and facilitator, when applicable.
- Perform other duties within the scope of certification as may be assigned by the Assistant Superintendents, Coordinators of Curriculum and Instruction, and Building Administrators.

Education and/or Experience

Appropriate Pennsylvania Teaching Certificate required.
At least 2 years of experience in their special area.

Certifications, Licenses, Registrations

- Pennsylvania Teaching Certificate
- Child Abuse History Clearance
- PA Criminal Record Check
- FBI Fingerprint Clearance
- Act 126: Mandated Reporter of Child Abuse Training through approved provider established by the Pennsylvania Department of Education
- Act 168: Sexual Misconduct Abuse Disclosure Release

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge and Abilities

Academic Skills - Knowledge of K-12 Education and the ability to research, think critically, problem solve and locate information requested by Administration. Ability to understand content in order to organize, manage and communicate by multiple methods.

Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Ability to read, analyze and interpret information in order to effectively communicate with the Executive Council, the Superintendent and the Board of School Directors.

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Math Skills – Knowledge of arithmetic and general mathematics. Possess the ability to develop spreadsheets to manage and provide data for board meetings as requested.

Technology Skills – Demonstrated knowledge of current office technology devices, applications, programs, and systems. Ability to coordinate and update technology resources in an organized and retrievable protocol.

Other Skills and Abilities

- Ability to motivate and maintain positive and effective work relationships within the District and greater community.
- Understand and facilitate the diverse needs of various personality types and cultures.
- Respond to community/parent inquiries and maintain a positive and proactive response to community members.
- Serve as a representative of the school and must possess the skills of discretion, confidentiality, flexibility, and adaptability to change.
- Possess imagination, patience, creativity, sound judgment, and logical reasoning.
- Maintain high emotional energy.

Physical Demands

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a **SEDENTARY** Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primary Work Location

| | |
|---------------------------|----------------|
| Office Environment | Shop |
| Classroom | Vehicle |
| Outdoors | Travel |

| Sedentary (S) | Light (L) | Medium (M) | Heavy (H) | Very Heavy (V) |
|---|--|--|--|---|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing. | Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly. |

Physical and Non-Physical Demands Key

| C=Continuously | F=Frequently | O=Occasionally | R=Rarely | N=Never |
|--------------------------|------------------------------|------------------------|----------------------------|----------------|
| 2/3 or more of the time. | From 1/3 to 2/3 of the time. | Up to 1/3 of the time. | Less than 1 hour per week. | Never occurs. |
| Standing | O | Crawling | | N |
| Sitting | F | Bending | | R |
| Walking | F | Twisting | | R |
| Lifting | R | Climbing | | R |
| Carrying | R | Balancing | | R |
| Pushing/Pulling | R | Vision | | C |
| Reaching | R | Hearing | | C |

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| | | | |
|----------------------------------|---|--|---|
| Handling | R | Talking | C |
| Fine Dexterity | C | Foot Controls | F |
| Kneeling | R | Other (specify) | |
| Crouching | R | Other (specify) | |
| Time pressures | C | Working closely w/ others- Teamwork | C |
| Emergency situations | R | Tedious or exacting work | R |
| Frequent change of tasks | O | Noisy or distracting environment | R |
| Irregular work schedule/Overtime | R | Other (specify): Multi-building travel to work area | N |
| Simultaneous multiple tasks | F | Other (specify): | |

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Director of Human Resources Signature

Date of Approval

3/10/22

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