

ROCKFORD PUBLIC SCHOOL DISTRICT #205
Job Description

Job Title: Professional Development Pathway Course Facilitator Differential

Job Code: 0003

Department: Talent Development

Supervisor: Director of Talent Development

Date: 10/01/18

FLSA Status: Exempt

PURPOSE OF THE POSITION: This serves as a course facilitator for a Professional Development Course in Rockford Public School District 205 Pathways for Professional Development Initiative or other RPS 205 professional development that awards salary credit. In exchange for compensation (one time differential) the course facilitator will serve as a proctor for a course.

SUPERVISORY RESPONSIBILITIES: None

DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. In addition to the requirements listed below, timely delivery is an essential function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

1. Ensures that all actions are in concert with the Board policies as well as the mission statement, beliefs, objectives and parameters found in the Board's strategic plan.
2. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
3. Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.
4. The course facilitator will interact with participants in the course providing feedback, guidance, and updates as needed.
5. The course facilitator will respond to participants in a timely fashion and ensure that all "grades" and feedback is timely.
6. The course facilitator will communicate to the appropriate chain of command when participants are unengaged.
7. The course facilitator will prompt through questioning and coaching practices to engage all participants.
8. The course facilitator will provide final "grades" within two weeks of the closure of the course.

QUALIFICATIONS: Minimum Bachelor's degree required; Verbal or written recommendation that the candidate models exemplar skills in course's content. The candidate must have received a rating of "Proficient" or above on last evaluation, and be in good standing with the district.

KNOWLEDGE, SKILLS AND ABILITIES: The candidate will have excellent written and verbal communication skills, understand adult learning theory, and be an expert in the course's content.

WORKING CONDITIONS:

Moderate in-district travel. Because course facilitation is outside of the normal scope of RPS duties, course facilitation duties may be performed outside of regularly contracted hours.

PERFORMANCE STANDARDS: IL Teaching Standards 1, 2, 4, 5, 8, 9

Standard 1 - Teaching Diverse Students – The competent teacher understands the diverse characteristics and abilities of each student and how individuals develop and learn within the context of their social, economic, cultural, linguistic, and academic experiences. The teacher uses these experiences to create instructional opportunities that maximize student learning.

Standard 2 - Content Area and Pedagogical Knowledge – The competent teacher has in-depth understanding of content area knowledge that includes central concepts, methods of inquiry, structures of the disciplines, and content area literacy. The teacher creates meaningful learning experiences for each student based upon interactions among content area and pedagogical knowledge, and evidence-based practice.

Standard 4 - Learning Environment – The competent teacher structures a safe and healthy learning environment that facilitates cultural and linguistic responsiveness, emotional well-being, self-efficacy, positive social interaction, mutual respect, active engagement, academic risk-taking, self-motivation, and personal goal-setting.

Standard 5 - Instructional Delivery – The competent teacher differentiates instruction by using a variety of strategies that support critical and creative thinking, problem-solving, and continuous growth and learning. This teacher understands that the classroom is a dynamic environment requiring ongoing modification of instruction to enhance learning for each student.

Standard 8 - Collaborative Relationships – The competent teacher builds and maintains collaborative relationships to foster cognitive, linguistic, physical, and social and emotional development. This teacher works as a team member with professional colleagues, students, parents or guardians, and community members.

Standard 9 - Professionalism, Leadership, and Advocacy – The competent teacher is an ethical and reflective practitioner who exhibits professionalism; provides leadership in the learning community; and advocates for students, parents or guardians, and the profession.

OTHER:

This job description describes duties and responsibilities which are representative of the nature and level of work assigned to the position. The identified duties and responsibilities are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.

The job description does not constitute an employment agreement between the school district and employee and is subject to change by the school district as the needs of the school district and requirements of the job change.

Physical Aspects of the Position (Check all that apply)

1.	-	Climbing – Ascending or descending ladders, stairs, scaffolding ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
2.	X	Balancing – Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
3.	X	Stooping – Bending body downward and forward by bending spine at the waist.
4.	-	Kneeling – Bending legs at knee to come to a rest on knee or knees.
5.	X	Crouching – Bending the body downward and forward by bending leg and spine.
6.	X	Crawling – Moving about on hands and knees or hands and feet.
7.	X	Reaching – Extending hand(s) and arm(s) in any direction.
8.	X	Standing – Particularly for sustained periods of time.
9.	X	Walking – Moving about on foot to accomplish tasks, particularly for long distances.
10.	X	Pushing – using upper extremities to press against something with steady force order to thrust forward, downward or outward.
11.	X	Pulling – Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
12.	X	Lifting – Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and required the substantial use of upper extremities and back muscles.
13.	X	Finger use – Picking, pinching, typing or otherwise working, primarily with the fingers rather than the whole hand or arm as in handling.
14.	X	Grasping – Applying pressure to an object with the fingers or palm.
15.	X	Talking - Expressing or exchanging ideas by means of spoken word. Those activities in which you must convey detailed or spoken instructions to other workers accurately, loudly or quickly.
16.	X	Hearing – Perceiving the nature of sounds. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds such as when making fine adjustments on machinery.
17.	-	Repetitive Motions – Substantial movements (motions) of the wrist, hands, and/or fingers.

The Physical Requirements of the Position (Check one)

1.	X	Sedentary Work – Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, push, pull or otherwise move objects, including the human body. Sedentary Work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
2.	-	Light Work – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rate for Light

		Work.
3.	-	Medium Work – Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
4.	-	Heavy Work - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
5.	-	Very Heavy Work – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**The visual acuity requirements including color, depth perception and field of vision
(Check one)**

1.	X	Machine Operations – inspection, close assembly, clerical, administration. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, or visual inspection.
2.	-	Mechanics – Skilled tradespeople – This is a minimum standard for use with those whose work deals with machines such as power tools, lathes and drills.
3.	-	Mobile Equipment – This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high equipment.
4.	-	Other – This is a minimum standard basis on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

The Conditions the Worker will be subject to in this position (Check all that apply)

1.	X	The worker is subject to inside environment conditions.
2.	-	The worker is subject to outside environment conditions.
3.	-	The worker is subject to both environmental conditions. (Activity occurs inside and outside)
4.	-	The worker is subject to extreme heat or cold for periods of greater than one hour.
5.	-	The worker is subject to noise which would cause them to have to shout.
6.	-	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, chemicals, etc.

Approvals:

Supervisor Name (print) _____

Supervisor Signature _____ Date _____

Human Resources _____ Date _____

Employee Name (print) _____

Employee Signature _____ Date _____