QUITMAN SCHOOL DISTRICT
Instructional Facilitator

DESCRIPTION OF POSITION

The Instructional Facilitator assists the principal in the development, implementation, and evaluation of a school's instructional program. The position will work closely with the central office instructional departments to ensure an effective educational program at all schools.

QUALIFICATIONS FOR THE POSITION

- K-8 certification, preferred, along with coursework or experience in curriculum development and educational leadership.
- Minimum of 3 years teaching experience with 5 years experience preferred.
- Experience in coordinating staff development and curriculum design preferred.

REPORTS TO:

Principal

SUPERVISES:

Not applicable

DUTIES AND RESPONSIBILITIES OF THE POSITION

- Assists the principal with the implementation of instructional strategies.
- Assists the principal in the monitoring and analyzing student performance data to include completion of necessary reports.
- Assists the principal in aligning school staff development with school improvement goals.
- Assists the principal in the development of instructional goals based on related data analysis.
- Assists the principal with the supervision of instruction.
- Monitors lesson plans regularly and assists, as needed, in the development of such plans.
- Models appropriate instructional strategies.
- Assists with all assessments.
- Assists with parent meeting and programs.
- Make classroom visitations and observations.
- Attends educational development workshops and conferences.
- Coordinates instructional program with the district curriculum staff.
- Assists with the implementation of the building level Student Assistance Team.
- Conducts regularly scheduled grade level team meetings.
- All other duties assigned by supervisor.

TERMS OF EMPLOYMENT:

As determined by the Board of Trustees.

EVALUATION:

Performance of this job will be evaluated annually.

Board Approved 10/17/16