

WESTERVILLE CITY SCHOOLS  
OFFICE OF HUMAN RESOURCES



**PROPOSED JOB DESCRIPTION:**  
**Student Support Facilitator**

**BRIEF SUMMARY:** To support and ensure all students have equal access to high quality educational opportunities. Help plan and lead professional development for staff to strengthen engagement opportunities for all students. Work closely with building teams and building principal(s). Help elevate culturally relevant practices, support curriculum materials, and promote access through opportunities and interactions within the school.

**HOW MANY:** One position per school building (PreK – 12)

**WORK SCHEDULE:** Spans the School Year, 5-10 hours per month, 2-3 meetings a month which may extend beyond the designated contract day. (Times may fluctuate depending on work with administrators, staff, students and families)

**RESPONSIBLE TO:** Director of Student Support and Success

**QUALIFICATIONS:** Valid Ohio teaching certificate – provisional or higher.  
· General knowledge of cultural competency and culturally responsive practices.

**GENERAL DUTIES:**

- Work with building principal(s) to lead student achievement efforts within the building.
- Ability to lead and facilitate large and small group discussions centered on high quality educational opportunities for students and staff.
- Ability to work effectively with others.

**SPECIFIC DUTIES:**

- Serve in a building leadership capacity to support and assist principal(s), including

informing, updating and clarifying information from regular district and department meetings

- Provide periodic (quarterly) initiative progress updates and relevant data report(s) in building staff meetings.
- Attend Student Support Facilitator meetings (monthly)
- Promote teacher and student involvement in high quality educational experiences (PD, student driven programs, curriculum implementation, etc.).
- Assist in planning and leading professional development workshops.
- Facilitate communication among administrators and teachers.
- Ability to advocate on behalf of students, parents, colleagues and other school-related members to create positive student engagement and achievement opportunities.
- Discuss and share best practice strategies.
- Engage with families and community regarding building initiatives
- Assist with the selection and distribution of resources
- Coordinate special events
- Help to evaluate building programs and initiatives throughout the school year in order to identify most effective strategies.
- Other duties as assigned by the principal or designee

