

**WESTERVILLE CITY SCHOOLS  
OFFICE OF HUMAN RESOURCES**



**JOB DESCRIPTION:**  
Department Facilitator High School

**WORK SCHEDULE:**

The responsibility spans the school year.

The minimum time commitment beyond the teacher contract required during the year will vary by department. The following minimums will be utilized:

Departments with 10 + FTE teachers (150 hrs) Schedule D

Departments with 2-9.99 FTE teachers (120 hrs) Schedule F

A department facilitator shall be assigned a daily block of their teacher contract day, equivalent to the length of an instructional period, in addition to his/her preparation/conference period.

**RESPONSIBLE TO:**

Building Principal and Curriculum Director

**QUALIFICATIONS:**

Valid State of Ohio Teaching License in teaching assignment area.

Master's degree in the field of education preferred.

Minimum of three years of Westerville teaching experience.

Possess personal initiative, organization, and leadership characteristics.

**GENERAL DUTIES:**

Facilitates communication with administration, department members, and other departments.

**SPECIFIC DUTIES:**

1. Assists in developing the curricular program, implementing and evaluating the course of study.
2. Supports department members in achieving instructional goals as specified in the approved courses of study.
3. Evaluates overall student progress within the department and assists staff members in the development of methods to meet the needs of students.
4. Assists teachers in implementing Ohio's Academic Standards and state testing programs.
5. Assists in the orientation of new staff members regarding curricular matters.

6. Assesses needs for purchase of departmental materials and supplies, coordinates purchases with building administration, and maintains an accurate inventory of departmental textbooks, materials and supplies.
7. Assists in the master scheduling of staff personnel, as requested.
8. Assists in the identification of students for placement in honors, Advance Placement, IB and intervention programs.
9. Assists in identifying representatives to district curriculum group(s).
10. Assists with the communications to students and parents at 8<sup>th</sup> grade curriculum orientation, as required.
11. Meets, as needed, with building administrators and department members to coordinate building-wide high school programs.
12. Participates with building administrator in assigning student teachers and participants.
13. Meets, as needed, with District Administrators and Department Facilitators.
14. Other duties as assigned by the Principal or designee.

*All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.*

*Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.*