

Somerset County Public Schools

Job Description

Job Title: Elementary Instructional Facilitator

Department: Instruction

Report To: Building Principal

FLSA: Exempt

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Approved By: Superintendent

Approved Date: June 1, 2018

I. Summary: This position assumes responsibility for providing direct, on-site instructional assistance, assessment and professional development support to teachers, staff, and principals in instructional content, the planning, executing, and monitoring of all assessments, Pre-Kindergarten-5th Grade, by performing the following duties.

II. Essential Duties and Responsibilities include the Following:

*Uses appropriate coaching strategies to support teachers, including but not limited to: location of resources, co-teaching, co-planning, demonstration lessons (modeling), coordination and delivery of professional development, assisting with instructional technology, and classroom visitations.

*Lead and facilitate collaborative planning, curriculum development, assessment creation, data analysis, technology integration, and other professional development initiatives matching school needs.

*Plans, coordinates, implements, and evaluates project activities and other instructional programs, initiatives, and strategies.

*Collaborates with Instructional Supervisors, other Instructional Staff on county initiatives.

*Serve as SLO Lead, School Improvement (SIT) Lead, and school and district curriculum leader.

*Assists with classroom walk-throughs.

*Guides instructional staff with the utilization of data.

*Leads instructional approaches using data to guide teachers' planning and implementing instructional strategies and activities.

*Provides direct student remediation, intervention, and/or enrichment services as needed, monitors progress, and maintain school records.

*Monitors, administer, and ensure coordination of screening, diagnostic, and outcome assessments.

*Provides technical assistance to identify concerns related to project implementation in order to provide resolution.

*Works collaboratively to develop and implement curriculum in core content areas (as assigned).

*Facilitation of duties such as: develop a school testing calendar for all state assessments, track and make-up tests, maintain files, assisting in the development, administration, monitoring, and coordination of county level assessments and the utilization of Unify and Performance Matters (as assigned).

* Other duties may be assigned by the Building Principal, Content Supervisor, Director of Schools, Deputy Superintendent, or the Superintendent.

III. Qualifications:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.