

Somerset County Public Schools

Job Description

Job Title: Instructional Facilitator
Department: Instruction
Reports To: Building Principal
FLSA Status: Exempt
Prepared By: Beth Whitelock/Tom Davis
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Approved By: Board of Education
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I. Summary

This position assumes responsibility for providing direct, on-site instructional assistance, assessment and professional development support to teachers, staff and principals in core content areas at their instructional levels by performing the following duties.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Building Principal, Content Supervisor or the Deputy Superintendent.

- Collaborates with the Instructional Supervisors and other Instructional Facilitators on County initiatives.
- Plans, coordinates, implements and evaluates instructional programs, initiatives, and strategies.
- Assists in the development, administration, monitoring, and coordination of all county level assessments.
- Provides limited and appropriate direct student remediation services when necessary and at the discretion of the principal.
- Works collaboratively to develop and implement curriculum in core content areas (as assigned).
- Guides instructional staff in the utilization of data analysis.
- Uses appropriate coaching strategies to support teachers, including but not limited to: resources location, co-teaching, co-planning, demonstration lessons, coordination and delivery of professional development, demonstrating/assisting with instructional technology in the classroom.
- Lead and facilitate collaborative planning, curriculum development, assessment creation, data analysis, instructional technology integration, and other professional development sessions.
- Serves as the co-chair of the School Improvement Team.

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.

A. Education and/or Experience

Bachelor's degree from an accredited institution in an appropriate field of education.

At least three years of successful classroom teaching.

B. Certificates, Licenses, Registrations

A valid teaching certificate issued from the State of Maryland. An Administrator I endorsement is preferred.

C. Language Skills

Ability to read, analyze, and interpret general business periodicals, professional and trade journals, technical procedures, or instructional textbooks and instructional aides. Ability to write reports, detailed lesson plans, and procedure manuals as directed. Ability to effectively present information and respond to questions from groups of students, administrators and the general public.

D. Mathematical Skills

Ability to calculate figures and amounts related to school finance and resource planning. Ability to apply concepts of basic statistical analysis for instructional improvement.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables effectively. Ability to interpret a variety of instructions in written, oral, diagram, or schedule form. Ability to identify professional development needs, develop/implement/lead/evaluate professional development activities to fulfill areas of need in order to increase teacher knowledge, skills, and confidence to support teachers.

F. Technology Skills

Ability to access and use Internet resources as well as to effectively use production, presentation, instructional, and administrative software; understand and promote instructional technology integration. Ability to expand job knowledge as new technology applications develop through training and participation in workshops and professional development. Proficiency in current and emerging technology to support all learners.

G. Other Skills and Abilities

Must possess strong communication and organizational skills. Ability to motivate others to perform well and give performance feedback is essential. Ability to properly identify at-risk students and collaborate with teachers about research based, effective strategies for improving student achievement and decreasing the achievement gap. Effective interpersonal and communication skills with other instructional facilitators, adult learners, and students in grades K-12.

H. Other Qualifications

Must be able to travel to In-County and Out-of-County meetings and training sessions. Must be dependable. Ensures work responsibilities are covered when absent. Arrives for appointments and meetings on time.

Joins various professional organizations and reads professional journals and other publications in order to remain current in the development of the profession.

IV. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.