

## POSITION DESCRIPTION

**JOB TITLE: K-5 Literacy Instructional Facilitator**

**VISION: Instructional Facilitators have an established role, aligned to the district vision, that benefits school communities by sharing and modeling research based, instructional strategies that support longitudinal student achievement**

**REPORTS TO: Principal & Assistant Superintendent for Curriculum & Instruction**

### **I. DESCRIPTION OF MAJOR DUTIES:**

The instructional facilitator will provide assessment and accountability support elementary and secondary program staff to improve student achievement. This will include:

- (1) providing support, and/or designing student achievement data reporting tools, compile, analyze, and report student achievement data needed to inform instructional and/or curricular decision making and for the purpose of evaluating educational programs and/or improving teaching procedures,
- (2) assisting teaching and/or support staff with mandated and supplemental data analysis and reporting, program evaluation, and internal and external research as it applies to assessment and/or accountability measures
- (3) assisting teachers in incorporating principles of the district technology plan into the development of curriculum and instructional programs
- (4) assisting teachers in instructing district adopted methodologies for curricular program implementation in reading and writing
- (5) assisting sites in the development of an effective annual training plan designed to better promote the effective utilization of instructional technology resources
- (6) leading teachers and para-educators in supporting district academic (literacy focused) initiatives
- (7) assisting sites in the development of an effective annual professional development plan designed to promote literacy instructional initiatives

- (8) performing duties directly related to improving teacher instructional skills as assigned by the principal and/or curriculum director

## **II. EXPECTATIONS:**

1. Maintain confidentiality in all matters of the district.
2. Maintain a positive attitude that supports the District Vision and Mission.
3. Maintain a positive and supportive relationship with all people in the work place.
4. Be responsible for acceptable personal attendance and punctuality.
5. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
6. Responsible for adhering to District policies.

## **III. JOB QUALIFICATIONS:**

### **A. Knowledge & Skills:**

1. Knowledge of varied achievement and performance assessments
2. Ability to design, implement, and analyze classroom, program, and/or achievement and performance assessments
3. Ability to provide instructional leadership functions related to literacy
4. Knowledge of current technology and related applications in assessment, accountability, and instructional functions
5. Ability to implement and support effective professional development principles and practices with district-wide schooling communities
6. Knowledge of current educational research and trends regarding assessment, and appropriate interventions in reading
7. Ability to establish and maintain a professional learning communities necessary for building teachers' capacity for success

**B. Education, License, Certification and Experience:**

1. Minimum of Master's degree in education or NBCT
2. 5 years of successful classroom teaching and leadership experience
3. Extensive experience in literacy related instruction and assessment methodologies
4. Experience in designing and conducting professional development

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relations to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

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