

POSITION DESCRIPTION

JOB TITLE: 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: Building Principal & Superintendent

I. DESCRIPTION OF MAJOR DUTIES:

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

- (1) assisting teachers and other instructional teams in the implementation of scientifically research based instructional strategies to help students who are having significant difficulty in core subject area(s) prior to making a referral for the building intervention team process/ special educational testing
- (2) 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 evaluating educational programs and/or improving teaching procedures,
- (3) providing and supporting professional development related to student information and related solutions software required for inputting, maintaining, and accessing longitudinal student achievement data,
- (4) assist 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 or accountability measures
- (5) design, coordinate, and provide instructional professional development opportunities for district personnel
- (6) leading teachers and para-educators in supporting district academic initiatives (reading, writing, and math focused) initiatives
- (7) assist teachers in incorporating principles of the district technology plan into the development of curriculum and instructional programs

- (8) assist in the organization of technology resources for easy accessibility by students and educators to support the instructional technology program
- (9) assisting sites in the development of an effective annual training plan designed to better promote the effective utilization of instructional technology resources
- (10) perform related duties as assigned by the superintendent and/or curriculum director (that may require summer employment)

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 and appropriate statistical methods
2. Ability to design, implement, and analyze classroom, program, and/or achievement and performance assessments
3. Ability to provide instructional leadership functions related to assessment and instructional technology
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 for learning and related accountability practices

7. Ability to interpret, apply, report and explain assessment and evaluation results to a wide variety of audiences
8. Ability to take direction from several administrators and teachers
9. Ability to establish a learning environment which encourages creative and appropriate uses of instructional technology to enhance instruction

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 special education, assessment, and technology
4. Experience in designing and conducting professional development

Nondiscrimination Statement:

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

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX coordinators are Debi Gaines.

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