

ST. MARY'S COUNTY PUBLIC SCHOOLS EXEMPT CERTIFICATED POSITION DESCRIPTION

INSTRUCTIONAL COMPLIANCE FACILITATOR (GRANT FUND)

POSITION: Instructional Compliance Facilitator (Grant Fund)
(twelve-month position)

REPORTS TO: Director of Curriculum and Instruction

LOCATION: Designated Offices and School Sites

NATURE OF WORK:

This is a professional position to meet the instructional goals of grants received as well as school and school system goals by delivering instructional programs effectively to ensure student achievement. The Instructional Grant Facilitator also works with other offices, such as the Department of Finance and the Office of Assessment and Accountability, as well as staff within individual schools to mentor, model, guide, and document the delivery of instructional grant activities to students.

ESSENTIAL FUNCTIONS:

- Act as the instructional liaison for the school system for identified grants;
- Direct and evaluate student learning experiences correlated to the grant goals;
- Provide guidance to offices and schools to promote education development and welfare;
- Plan and coordinate the instructional grant goals and activities in accordance with the current curricula;
- Work in conjunction with other instructional offices, schools, and staff to improve delivery of instruction;
- Facilitate and participate in system-wide professional development to share at the school-level.

DUTIES AND RESPONSIBILITIES:

- Assumes major responsibility for the instructional goals and activities of the ESSER II and III grants including grant management; data collection; and instructional support to schools and staff;
- Works collaboratively with central office leaders, school-based administration, and school-based teacher leadership to help meet instructional goals established as part of the ESSER II and III grant; the system Master Plan and individual schools School Improvement Plans; Virtual School programming; and MSDE requirements such as ESSA goal areas and College and Career Readiness Status (CCR);
- Models and provides coaching for staff and school teams focusing on areas identified by the system leadership and/or the school site to support increased student achievement through implementation of grant funded activities;
- Assists school-based leadership with the administration and interpretation of formal and informal assessments and required data collection;
- Facilitates collaborative team discussions and other data-based decision-making sessions including steering committees, PLC's, and Department Meetings;
- Conducts professional development for administrators, teachers and parents as required and/or needed to support grant initiatives;
- Models and shares grant information and best instructional strategies for SMCPs administration and school-based staff through direct modeling; information sharing at Professional Development sessions; and/or through electronic communication such as newsletters;
- Ability to integrate instructional technology; and

- Perform other duties as assigned.

QUALIFICATIONS:

- Possess advanced professional certificate or eligible to receive APC in 2021-2022 school year (through submission of official transcripts);
- Certification with a master's degree in an educational field preferred;
- Minimum of five years of successful teaching experience;
- Knowledge of curriculum and staff development;
- Demonstrated leadership skills;
- Ability to relate well to students, colleagues, parents, and community members;
- Ability to analyze data to impact instruction to include but not limited to the use of Performance Matters; and
- Knowledge of state and system requirements and initiatives.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule for twelve-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC