

EXCELSIOR CHARTER SCHOOLS

JOB DESCRIPTION

TITLE: FACILITATOR

BASIC FUNCTION:

Under the direction of the Principal, effectively participate as a team member and carry out the duties listed below in order to inspire and equip students to develop a Personal Life Plan (PLP) and to master essential Success (Initiative, Responsibility, Communication, Social Etiquette and Teamwork) and academic skills.

ESSENTIAL DUTIES:

- Know and be committed to Excelsior’s Vision, Mission, and Basics (Values, Beliefs, Parameters and Meeting Guidelines).
- Facilitators believe that all students will achieve and expect their students to achieve, and their words and deeds communicate this to their students and parents.
- Facilitators are active and involved with all aspects of the school. They are involved in and support extra-curricular activities to promote a positive school program.
- Communicate clearly so that parents and students have a clear understanding of school vision, mission, values and curriculum standards.
- Be on duty at all times and everywhere while at school to help maintain a safe learning environment.
- Provide opportunities for students to experience success and create a climate of high expectation for all students.
- Become an expert in all curriculum for their assigned grade level and/or subject matter and actively participate in the collaborative development and revision of that curriculum.
- Use a variety of effective procedures, including quizzes and unit assessments, to check for understanding and use the results of those procedures to improve individual student performance and the instructional program.
- Interpret assessment results and other student data and appropriately discuss results with students and parents.
- Ensure all students are prepared for and complete on time, all unit tests.
- Meet with students and their parent(s)/guardian(s) at least once per month to guide students through academic skill building, Success Skill development, and career planning.
- Work with students and their parent(s)/guardian(s) to develop a Personal Life Plan (PLP).
- Assist and guide students in developing Success Skills (Initiative, Responsibility, Communication, Social Etiquette and Teamwork) that are vital to a successful life after high school.
- Always be prepared for students and parents at their meeting times and make them feel welcome at all times; respond to student and parent concerns and requests immediately and effectively.
- Prepare progress reports, grade reports and other administrative reports in accordance with established policies and procedures.

- Maintain a legally compliant audit trail of student work for ADA purposes including a master agreement for each student, each semester.
- Work collaboratively to develop and continuously improve best practices in order to meet or exceed all Dashboard targets, both individually and collectively.
- Attend all required staff development meetings and actively develop and engage in an Individual Career Plan (ICP).
- Assist with other such duties as may be assigned, including but not limited to; supervisory duty at lunch, supervisory duty in various labs, chaperoning school events, etc.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Laws, rules and regulations related to Charter Schools, including applicable sections of the State Education Code and Board policies or other applicable laws.

ABILITY TO:

- Be an active listener and have positive, professional interactions at all levels and in all situations in order to maintain effective relations with students, staff, parents and community members.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Exercise independent judgment and analysis to coordinate individual student education plans and adopt effective courses of action.
- Maintain records, prepare reports and deliver presentations.
- Operate a variety of office equipment including computer, printer, scanner, facsimile machine, calculator, copier, etc.
- Work independently and participate as a team member in a collaborative environment.

QUALIFICATIONS:

- Bachelor's degree
- Valid California Teaching Credential

WORKING CONDITIONS:

- School campus environment as well as office environment
- Facilitators will be assigned a combination of duties according to the needs of Excelsior which may include but are not limited to; Facilitating independent study students, monitoring students in on-line courses, teaching on-campus workshops, labs and/or study halls and developing and/or revising curriculum.
- General working hours are 8:00 am to 4:00 pm however, in order to meet the needs of students and parents, and to complete all required essential duties, irregular or extended work hours may be required.
- Requires moderate lifting, 15-50 pounds.
- Generally the job requires 50% sitting, 25% walking, and 25% standing.
- May require travel to various locations.