

**ST. MARY PARISH PUBLIC SCHOOLS
CURRICULUM FACILITATOR JOB DESCRIPTION**

POSITION: Curriculum Facilitator

REPORTS TO: Principal, Principal Designee and/or Supervisors

TERMS OF EMPLOYMENT: 182 Day Employment

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Exempt

OBJECT FUNCTION: 112/2230

EDUCATION AND CERTIFICATION: Valid Louisiana teaching certificate with certification pertinent to teaching assignment; successful classroom teacher for five years in area of certification.

METHOD OF EVALUATION The employee is expected to meet minimal teaching performance standards, Louisiana Components of Effective Teaching (LCET), as approved by BESE in Bulletin 130, inclusive of the responsibility for growth in student learning.

PERFORMANCE RESPONSIBILITIES:

1. Fulfill all duties traditionally expected of those in instructional leadership positions as assigned by the School Principal.
2. Assume responsibility for growth in student learning in the assigned area of responsibilities.
 - a. Ensure that student growth is continuous and appropriate for all students.
 - b. Develop and meet two yearly goals which positively affect student achievement through job responsibilities.
3. Collaborate with the School Principal and other administrators to review, draft, examine, recommend, and implement school policies, procedures, and programs.
 - a. Ensure compliance with district policies, regulations, and legal requirements.
 - b. Support budget and resource management as assigned.
 - i. Prepare and maintain the school's Title I budget as assigned.
 - ii. Monitor expenditures, review financial reports, and make recommendations for Title I budget adjustments as needed.
 - iii. Coordinate the purchasing and/or receiving of supplies, equipment, and instructional materials in collaboration with district guidelines.
 - c. Assist in the development of the staff and student handbooks.
4. Support the School Principal in recruiting, hiring, managing, and retaining qualified instructional and support staff.
 - a. Mentor and support new teachers and staff members, providing guidance and resources for professional growth.
 - b. Evaluate assigned teachers, meeting required deadlines.
 - c. Manage leave records for assigned staff.
 - d. Assist in the assignment of substitute teachers.
5. Serve as an instructional leader, maintaining an instructional focus.
 - a. Support the implementation of curriculum standards, instructional strategies, and assessment practices aligned with district and state guidelines.
 - b. Observe classroom instruction, provide feedback to teachers, and facilitate professional development opportunities to improve teaching practices.
 - c. Collaborate with the school administration team to implement a schoolwide schedule and routines that maximize instructional time.
 - d. Plan and prioritize schedules in order to engage in instructional leadership activities focused on teaching and learning.
 - e. Collaborate with peers to enhance the instructional environment for students by participating in activities which may include, but are not limited to, team teaching, school leadership planning meetings, professional learning community meetings, grade-level meetings, staff development, and various committees.
 - f. Serve on special committees (e.g., 504, Student Well-Being, SBLC, Pupil Progression/IAIP, Crisis, Dyslexia) as required by School Principal or district administration and perform related work as required.
 - g. Analyze student achievement data and other metrics to assess school performance and identify areas for improvement.
6. Foster positive relationships with parents, guardians, and community members through effective communication and engagement strategies.
 - a. Organize and attend parent meetings, school events, and community outreach activities, e.g., Adopt-a-School.
 - b. Address parent concerns and provide information about school programs, policies, and student progress as directed by the School Principal.
 - c. Exert every effort to provide clear and timely information at regular intervals to parents, caregivers, and colleagues regarding school expectations, student progress, student conduct, and ways they can assist student learning and behavior. Be available for parent-teacher conferences.
7. Collaborate with the school administration team and staff to establish and maintain a safe and positive campus atmosphere for students, staff members, families, and community stakeholders.
 - a. Coordinate with district and school administration on the implementation of student support services.
 - i. Assist in addressing the academic, social, and emotional needs of students, collaborating with counselors and support staff as necessary.
 - b. Ensure a safe and secure learning environment by implementing and practicing emergency preparedness protocols.

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- i. Assist in the implementation of the crisis management plan.
 - ii. Assist in responding promptly to crises, incidents, and emergencies affecting the school community.
 - iii. Assist with safety drills and emergency preparedness training (including crisis management plan) for students and staff in accordance with district policy.
 - iv. Respond to safety concerns or incidents within the school community and implement appropriate safety measures.
 - c. Facilitate effective student discipline.
 - i. Implement campus wide discipline system/plan to promote a positive learning environment for all students that clearly follows the St. Mary Parish discipline guidelines.
 - ii. Address student misconduct in a consistent, positive, and fair manner.
 - iii. Incorporate problem-solving skills to manage student behavioral challenges.
 - iv. Support teachers in resolving discipline concerns proactively.
 - v. Monitor student conduct throughout the school building and grounds and enforce all policies and rules governing student conduct.
 - vi. Assist staff members in the orderly, expedient and safe transition of students from one location to another.
 - vii. Work with teachers, counselors, and parents to develop behavior plans for students as needed.
 - ci. Take all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
8. Perform various administrative duties in service of effective school operation, including but not limited to the following:
 - a. Oversee parent/family communications (e.g., newsletters, social media accounts, Remind);
 - b. Monitor teachers' planning, preparation, grading, and record-keeping, following up where necessary to ensure timely preparation and reporting of student progress;
 - c. Report student and staff accidents in coordination with school administration and responsible staff.
 - d. Attend after-school events as scheduled, including but not limited to in-person faculty meetings once per month, parent/family night events no more than six times per school year, and after-school athletic and special events duty as assigned.
 - e. Respond to emails and phone calls from parents, school administrators, and staff in a timely manner.
 - f. Maintain an orderly physical office environment using an organizational system that is designed to support all students, with supplies, equipment, and resources accessible.
 - g. Maintain effective, efficient, and timely record-keeping procedures, including but not limited to physical inventory management, school duty and event schedules, student assessment data.
9. Provide educational services through virtual learning or other electronic means when necessary.
10. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.

ADDITIONAL RESPONSIBILITIES

PROFESSIONALISM: The teacher is required to maintain a high standard of professionalism.

- Design, collect, and maintain student data through accurate, legible, and current record-keeping.
- Analyze student data to affect instruction and learning.
- Accept and use constructive feedback to improve performance.
- Complete assigned tasks, reports, and documents accurately according to specified timelines and expectations.
- Report to work on time following district attendance policy and submits to additional hours when deemed necessary.
- Maintain confidentiality and demonstrate positivity in words and actions as a representative of the school and district.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Demonstrate competence in areas of responsibility.
- Exert every effort to constructively involve stakeholders in all professional settings.
- Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/ control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
- Adhere to federal, state, district, and school policies, procedures, guidelines, and regulations.
- Adhere to ethical, legal, and professional standards.
- Follow directives as assigned by principal, principal designee, and/or supervisor.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. Occasionally, the teacher will bend or twist at the neck more than the average person. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials and technology carts. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present

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information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE _____ DATE _____