



Personalized Learning Facilitator

Purpose Statement

The job of Personalized Learning Facilitator is performed for the purpose of researching, designing, and implementing a variety of personalized learning pathways for students to achieve their potential. This role involves providing support in designing units and lessons, possessing content knowledge in all academic areas, analyzing data to modify curriculum and assessments, and sharing best practices for personalized learning. The facilitator works with both student and adult learners as well as community members.

Supervisory Relationship

Reports to: Principal

Essential Functions

- **Work Independently:** Operate without direct guidance to resolve complex problems using project management strategies.
- **Lead Teams:** Plan, implement, and support personalized learning and educational technology innovations such as blended learning environments. Manage projects from conception through implementation to maintenance.
- **Standards-Based Instruction:** Utilize and be comfortable with standards-based instruction, assessment, and reporting.
- **Technology Integration:** Use technology-based systems for curriculum, assessment, and data management.
- **Collaborate with Staff and Students:** Work collaboratively to build authentic personalized learning experiences that fulfill learner potential. Model and implement effective instructional strategies for personalized learning.
- **Competency-Based System:** Collaborate to create and implement a competency-based system to honor student learning through various modalities (online, internships, projects, seminars, classroom, etc.).
- **Create a Conducive Environment:** Provide an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of learners. Communicate and interact effectively with students, parents, staff, and community members.
- **Support Instructional Technology:** Integrate and support the use of instructional technology tools (including LMS, Powerschool, Google, website, etc.) to enhance learning.
- **Manage Projects:** Research, plan, and lead teams in the implementation of personalized learning innovations. Organize and motivate colleagues, plan budgets, if applicable, and ensure the accomplishment of identified deliverables.
- **Analyze and Improve:** Use data and feedback to make improvements in curriculum and assessment. Track and analyze trends around program and learner needs to assist in future planning and support improvements.
- **Quality Assurance:** Demonstrate accuracy and thoroughness, showing a high commitment to quality. Create flowcharts or step-by-step processes (checklists) to document procedures and maintain quality and consistency.
- **Pilot and Evaluate:** Build in pilot, feedback, and revision cycles to ensure the best possible experience for all stakeholders. Evaluate project team progress using program evaluation processes.
- **Decision Making and Analytical Thought:** Make decisions that are aligned with organizational goals, are fair and consistent. Synthesize information, consult with schools/departments on new projects and initiatives to provide leadership and facilitate personalized learning environments.
- **Adhere to School Policies:** Follow and enforce school policies and procedures in all aspects of the job.

- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Strong project management and leadership skills.
- Proficiency in planning and managing projects and developing effective working relationships.
- Effective communication skills, both written and oral.
- Competence in using technology-based systems for curriculum, assessment, and data management.

Knowledge

- In-depth understanding of standards-based instruction, assessment, and reporting.
- Familiarity with educational technology and personalized learning strategies.
- Understanding of curriculum design and modification based on data analysis.

Abilities

- Work independently and collaboratively with diverse teams.
- Lead, guide, and coordinate project teams and educational initiatives.
- Adapt to changing work priorities and meet deadlines.
- Communicate effectively with diverse groups and individuals.
- Maintain confidentiality and work as part of a team.

Responsibility

Work under limited supervision following standardized practices and methods. Lead, guide, and coordinate others. Operate within a defined budget and utilize resources from other work units as needed. Have some impact on the organization's services.

Work Environment

The job requires some lifting, carrying, pushing, and pulling, with significant fine finger dexterity. Generally involves 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard-free environment.

Experience

A minimum of 5 years of educational experience is preferred.
One year of project or team leadership experience is required.

Education

Bachelor's degree

Certificates and Licenses

Valid ND Teaching Certificate
ND High School Teaching Credential (preference for Math, Social Studies, or Science). Preference may be given based on student requests.

Continuing Education/Training

Maintain Certificates and/or licenses
Participate in ongoing training as required.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

Teacher salary schedule