

TULOSO-MIDWAY ISD – JOB DESCRIPTION

Job Title: Instructional Facilitator **Wage/Hour Status:** Exempt
Reports to: Assistant Superintendent for Instructional Services **Date:** 08/04/2023
Dept./School: Assigned Campus

Primary Purpose:

To increase academic achievement of students by building instructional capacity of classroom teachers; provide technical assistance and support to classroom teachers and principals in curriculum and instruction. Model lessons which include best instructional practices in instruction for school teachers, monitor classroom instruction, and coach teachers in best practices for instruction, including the implementation of instructional technology.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university
Valid Texas teaching certificate

Special Knowledge/Skills:

Knowledge of curriculum design and implementation
Ability to interpret data and evaluate instruction programs and teaching effectiveness
Ability to develop and deliver training to adult learners
Strong organizational, communication, and interpersonal skills

Experience:

3 years teaching experience in subject area assigned

Major Responsibilities and Duties:

1. Serve as a content specialist to assist in the development and implementation of campus instructional plans that align to district goals and curriculum.
2. Utilize the district curriculum (TEKS Resource System) as a guide to create and implement checkpoint assessments.
3. Work with district and campus administration to design and provide professional development focused on improving alignment and delivery of the written, taught and tested curriculum to increase student success and close performance gaps.
4. Lead and participate in PLC.
5. Work with teachers and campus administration to analyze student data, diagnose instructional needs and identify research-based instructional strategies to close achievement gaps.

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6. Provide job-embedded professional development through modeling within the operating classroom.
7. Collaborate with district, campus administration, and teachers to review and develop curriculum components including assessments, aligned to district curriculum.
8. Provide individual and/or group instructional coaching and mentoring to teachers to improve classroom instruction for all learners.
9. Conduct teacher observations and/or walk-throughs and provide feedback that facilitates teacher reflection and growth.
10. Support teachers with classroom management techniques and strategies to improve student response and outcomes.
11. Manage and distribute instructional resources to teachers and provide training on the use of those resources.
12. Encourage and support the implementation of technology and innovative strategies in the classroom
13. Maintain an open, positive, frequent communication with campus principal.
14. Serve as campus parent engagement liaison to bridge the home and school connection.
15. Attend and participate as a member of the Campus Site-Based Committee.
16. Establish and maintain open and professional communication with parents, students, teachers, and principals.
17. Other duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

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Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.