

Facilitator

DEPARTMENT:	Curriculum & Instruction	REPORTS TO:	Executive Director of Instruction and Professional Learning
WORK SCHEDULE:	10 months (+28 days for summer)	COMPENSATION:	Certified Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Exempt

Position Description

Partner with teachers to evaluate, research, develop, and implement curriculum for the primary, intermediate, or secondary levels. Coordinate the selection of curriculum resources and lead professional development to advance the learning of all students.

Task Title	Essential Job Functions	Percent of Time Spent
Curriculum Development and Evaluation	<ul style="list-style-type: none"> Support the effective day-to-day operation of a curricular area. Write and edit curriculum documents. Facilitate meetings throughout the curriculum cycle, including evaluation, research, development, and implementation. Provide leadership in the assessment and evaluation of the curriculum and instructional program. Gather and analyze data. 	40%
Professional Development	<ul style="list-style-type: none"> Support the Professional Learning Community (PLC) process. Work with teachers to support the delivery of curriculum, instruction, and assessment through professional development, data analysis, model teaching, etc. Engage in professional growth activities. Maintain current knowledge of content issues, trends, and differentiated instructional strategies. 	30%
Collaboration & Communication	<ul style="list-style-type: none"> Collaborate with district and building administrators to support instructional leadership and align curriculum programs. Collaborate external stakeholders, including other curriculum directors, sales representatives, etc. Build support for district goals and programs. Participate in district committees and department-wide projects. Communicate effectively with various stakeholders, including parents, teachers, administrators, and the Board of Education. 	15%
Resource Management	<ul style="list-style-type: none"> Select and order curriculum resources. Manage curriculum resources. 	15%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- **Education:** Bachelor's degree in education or a related field.
- **Previous Work-Related Experience:** Five or more years of teaching experience. One or more years of experience in a leadership role with adults.
- **Licensure:** Missouri teaching certificate
- Valid Missouri driver's license to travel between district locations.
- Able to lift and carry up to 20 pounds.

Preferred

- **Certificates, Certifications, or Other Training:** Experience and/or training in curriculum writing, assessment construction, implementing culturally relevant instructional strategies, and closing the achievement gaps.

Knowledge & Skills

Knowledge

- **Basic:**
 - Administrative: Administrative and office procedures, functions and basic office tasks,
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Intermediate:**
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
 - Customer and personal service: Principles and processes for providing customer and personal services.
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- **Advanced:**
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects. Knowledge of Missouri Learning Standards
- **Expert:**

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Active listening, Learning strategies, Monitoring, Time management, Social perceptiveness

- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Speaking, Writing, Active learning, Critical thinking, Coordination, Instructing, Service orientation, Complex problem solving, Judgment and decision making, Systems evaluation
- **Occasionally (Up to 2.5 hours or 32% of the day):** Mathematics, Science, Management of material resources, Management of personnel resources, Negotiation, Persuasion
- **Rarely (Less than 1 hour or 12% of the day):** Management of financial resources, Systems analysis, Troubleshooting

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Sitting, Hearing,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Standing, Finger Dexterity,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Walking, Carrying/Lifting, Climbing, Reaching, Repetitive motion,
- **Rarely (Less than 1 hour or 12% of the day):** Crawling, Crouching/Kneeling, Balancing, Multi-limb coordination, Pulling/Pushing, Color Vision

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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