



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.
- **Train and Mentor:** Train, coach, and mentor colleagues, teachers, support staff, and administrators.
- **Analyze and Recommend:** Analyze trends and make recommendations for improvements in curriculum, assessment, and instructional strategies.
- **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.
- **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.
- Ability to transport technology equipment from location to location.

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.
- Knowledge of instructional design, lesson/project planning, assessment, feedback, and differentiated instruction.

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.
- Schedule and coordinate activities, meetings, and events.
- Analyze data to arrive at decisions supported by evidence.

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. Maintain a fluid and flexible schedule of work hours that accommodates the varying schedules of collaboration with multiple job roles throughout the district.

Work Environment

The job requires occasional lifting, carrying, pushing, and pulling, with some stooping, kneeling, crouching, and fine finger dexterity. Generally involves 30% sitting, 50% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in varying atmospheric conditions.

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, ELA, Social Studies, or Science).

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

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.