Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Teaching and Learning Facilitator**	FLSA Status:	**Exempt**
Job Family:	**Licensed**	Pay Range:	**T Salary Schedule**
Prepared/Revised Date:	**June 29, 2022**	Job Code:	**21206**

SUMMARY: Responsible for facilitating continuous improvement in classroom instruction by developing and providing professional development, coaching, and content support to teachers to increase student growth and achievement. Assist in the coordination and implementation of academic standards and support the use of research-based effective instructional practices that align with them.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS
1. Work collaboratively to support and lead schools, teams, and individual staff to implement the following aligned with district and school goals: a. Research-based formative instruction (student ownership, positive culture, collective clarity, learning evidence, analysis and feedback, adjustments) b. Standards-based high quality instructional materials and support materials (including identification and adoption processes) c. Inclusive and culturally responsive instruction and assessment at the universal, targeted, and intensive layers of a multi-tiered system of supports d. Data-informed decisions to positively impact and improve student outcomes within high performing teams Identify lead educators and enhance their efficacy to support the above implementation areas.
2. Design, prepare, facilitate, and evaluate professional learning and collaborative opportunities including content-specific special projects, events, and district-wide trainings and events.
3. Model research-based instructional strategies that embed district-supported technology to translate and transform the manner technology is used to enhance student and adult learning.
4. Engage collaboratively in reflective or coaching cycles with staff, in or outside of classrooms, to enhance practices.
5. Continually expand personal knowledge and experience in the discipline of expertise. Represent PSD in and network with district, community partner, state, and national organizations.
6. Verify and recommend student course creation and revisions that support graduation with options, in alignment with federal and state legislation and in accordance with district policy.
7. Support the exploration, writing, implementation, and reporting of grants and budgets that advance instructional efforts to impact student outcomes.
8. Collaborate: a. With staff, central office departments, administrators, and other colleagues to enhance instruction and improve student outcomes. b. With colleagues in team and department-based meetings and discussions.
9. Demonstrate a commitment to: a. Equitable, inclusive, and culturally responsive practices for all students and staff. b. Partner with families in the student's education. c. Follow all Poudre School district policies, procedures, and expectations. d. Provide personal and professional excellence.

10. Participate in: a. Department, team, and district meetings and discussions. b. Professional grown opportunities.
11. Attend work and arrive in a timely manner.
12. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree with proper teaching licensure program required.
- Experience instructing students in a classroom setting preferred.
- Leadership at school or district level preferred.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado teaching license with appropriate endorsements required.
- CPR and First Aid certifications encouraged.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Math and accounting skills.
- Critical thinking and problem-solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	