Project Facilitator

Definition:

Under the direction of program leadership (e.g., Project Coordinator, Program Coordinator, Specialist, Director, or designee), the Project Facilitator supports the organization, planning, and implementation of educational projects and programs. This role focuses on providing instructional expertise and program support. The Project Facilitator collaborates with internal teams, school districts, and community partners to assist in delivering high-quality educational services and resources.

Distinguishing Characteristics:

- Works under the guidance of Project Coordinator, Program Coordinator, Specialist, Director, or designee to assist in delivering project objectives.
- Provides instructional and programmatic support.

Supervision Received and Exercised:

Receives direct supervision from a Project Coordinator, Program Coordinator, Specialist, Director, or designated administrator.

Examples of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Collaborate on and deliver workshops, training, and professional learning opportunities.
- Assist in the creation and/or customization and dissemination of instructional materials and resources aligned with project goals.
- Provide instructional coaching, demonstration lessons, and technical assistance to educators as needed.
- Collaborate with district and school site staff to support the implementation of educational initiatives.
- Participate in project meetings, planning sessions, and team activities.
- Assist in collecting and organizing program data, surveys, and evaluations.
- Stay informed of current research and best practices in assigned content areas.
- Maintain accurate records and contribute to the preparation of reports and project documentation.
- Communicate effectively with educational partners to support project goals.
- Perform related duties as assigned.

Employment Standards:

Knowledge of:

- Current educational practices, curriculum, and instructional strategies.
- Effective professional development practices and adult learning principles.
- State content standards and assessment practices.
- Equity-centered approaches in education.
- Technology tools relevant to instruction and program support.

Ability to:

- Work collaboratively with teams across agencies and districts.
- Facilitate group discussions and training sessions.
- Communicate clearly and effectively, both orally and in writing.
- Analyze instructional needs and recommend appropriate support strategies.
- Organize work effectively and meet timelines.
- Demonstrate initiative and flexibility in working on multiple projects.
- Use digital tools for communication, collaboration, and data entry.

Computer Skills:

- Basic Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Basic Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to utilize its resources for instructional purposes, use a search engine, bookmark a site, download a file, copy text, edit bookmarks and observe copyright regulations.

Education and Experience:

Education:

- Bachelor's degree from an accredited institution is required.
- Master's degree is desirable.

Experience:

- Minimum of five (5) years of successful teaching experience in a K–12 setting.
- Experience in coaching, mentoring, or facilitating professional development is preferred.

Credentials:

- A valid California Clear Teaching Credential is required.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work is typically performed in an office or school environment.
- Requires sufficient vision to read printed material, hear and speak clearly, and physical ability to sit, stand, and use a computer for extended periods.
- May involve travel to schools and other sites within the county
- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone, and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Reaching and lifting up to forty (40) pounds, with assistance.
- Must have normal vision (20/20), corrected or uncorrected.
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.

Work Environment:

The following conditions may be present:

- Walking on uneven ground when outdoors.
- Exposure to student illnesses, injuries, infections, and bodily fluids.
- May be exposed to chemicals contained in cleaning products.
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice and Federal Bureau of Investigation records check must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

- A mandatory employment disclose by all former employers for the AB2534 must be completed prior to employment.

Other:

- Created: Date: July 2025
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Leadership