

Instructional Facilitator

Purpose Statement

The job of Instructional Facilitator is done for the purpose/s of providing effective coaching for instructional staff; developing lesson plans and delivering group and individual staff instruction within established curriculum guidelines and state standards; collaborating with other teachers, professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries regarding instructional programs and district strategic progress.

This job reports to Director of Curriculum & Instruction, & Data Management

Essential Functions

- Assists staff in implementing continuous improvement for the purpose of sustaining district-wide systemic continuous improvement and improving the student learning system.
- Collaborates with staff in the use of data and "best practice" instructional strategies to improve staff performance and guide decisions for the purpose of focused interventions and aligned planning toward the outcome of improving student achievement.
- Collects and shares data on effectiveness of coaching and professional development for the purpose of assessing individual practice to self-reflect on areas of improvement.
- Establishes and maintains positive, collaborative relationships with principals, district leadership teams and instructional staff, focusing on high expectations of adult learning for the purpose of increasing student achievement.
- Goal attainment is recognized and celebrated for the purpose of increasing staff engagement.
- Implements "best practices" to enhance district mission and vision for the purpose of facilitating change to increase student learning systems.
- Supports a positive building and district culture for the purpose of creating an inclusive and progressive learning organization.
- Supports structures, procedures and expectations to enhance the staff learning environment for the purpose of guiding staff toward resources, and following district, state, and federal practices, policies and regulations.
- Supports the district and school improvement goals by researching, receiving, planning, and delivering professional development for the purpose of ensuring highly competent coaching services.
- Uses comparative data to improve individual performance for the purpose of growing staff in a systemic continuous improvement approach including knowledge of measurement, analysis, and results.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of adult and child development; andragogy; and behavioral management strategies.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Masters degree in job-related area.

Equivalency: In addition to Master's degree, position also requires minimum of 5 years of classroom teaching experience.

Required Testing

Continuing Educ. / Training

Maintains Wyoming PTSB Cert. (5 credit hrs/ 5 year renewal period)
Continued Professional Growth

Certificates and Licenses

Wyoming teacher certification

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

8/13/2013

Salary Grade