

## Instructional Facilitator

### Purpose Statement

The job of Instructional Facilitator is done for the purpose/s of collaborating with teachers and administrators to facilitate professional development; providing leadership, professional development and instructional support focused on research based instructional practices that align with District and school goals; providing small group and large group training sessions; providing teachers with follow up support in individual classrooms; providing input/insight on ways to increase teachers' use of technology as it positively impacts student performance in the classroom; and serving as a mentor to new staff in the District.

This job reports to Curriculum Director

### Essential Functions

- Applies strategies for teaching adult learners in professional development sessions for the purpose of increasing student achievement.
- Assists teachers in analyzing classroom and state assessment data for the purpose of ensuring student achievement data is used to drive instructional decisions.
- Collaborates with District and building administrators, educators and staff for the purpose of serving as a liaison and resource in identifying training needs and/or coordinating professional development services.
- Designs professional development sessions that promote research-based instructional practices for the purpose of expanding teachers' use of a variety of resources to improve instruction.
- Participates in meetings, workshops, trainings, and seminars required for instructional facilitators for the purpose of conveying and/or gathering information required to perform functions.
- Participates in ongoing professional development related to job responsibilities for the purpose of maintaining expertise in the field.
- Prepares and maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Provides differentiated assistance to teachers based on individual needs for the purpose of increasing the quality and effectiveness of classroom instruction.
- Researches current technology tools and resources to assist teachers (e.g. researched based instructional practices, curriculum standards, student achievement, etc.) for the purpose of developing new programs that meet staff training needs.
- Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Supports classroom teachers as they implement lessons in their classrooms for the purpose of increasing student achievement.
- Works collaboratively with school's leadership to plan, implement, and assess school change initiatives for the purpose of ensuring alignment and focus on intended 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 tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; and preparing and maintaining accurate records; analyzing data; applying curriculum and instructional techniques; classifying data and/or information; conducting meetings; counseling and mentoring employees; effective communication skills; designing and facilitating professional development sessions; and knowledge of research based best practices that impact instruction and learning.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; office application software including relational databases; and conflict resolution.; age appropriate activities/behaviors; assessment instruments and techniques; curriculum and instructional methods; methods of instruction and training; promote and model sound educational practices; solve problems; how to design and facilitate professional development using strategies for adult learners; and creating digital and multimedia presentations.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, 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 defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; and managing multiple projects; decision making; innovation; leadership and direction; maintaining confidentiality; setting priorities; working with detailed information/data; problem solving; adapting to changing work priorities and providing

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

### **Required Testing**

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Annual training in Sexual harassment, Blood Borne Pathogens, Bully Prevention and Confidentiality

### **Certificates and Licenses**

Certified as required by Wyoming State Department of Education

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**