

## **Instructional Facilitator Job Description**

### **Purpose Statement**

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

This job reports to the 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 evidence-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.
- Participate 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. evidence 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.
- Works collaboratively with the 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 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; preparing and maintaining accurate records; analyze data; implement curriculum and apply instructional techniques; classify data and/or information; conduct meetings; counsel and mentor employees; effective communication skills; design and facilitate professional development sessions; and maintain knowledge of evidence based practices that impact instruction and learning.

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**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 evidence 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 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 significant number activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent 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: communicating with diverse groups and individuals; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

### **Responsibility**

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

### **Work Environment**

The usual and customary methods of performing the job 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. The job is performed in a generally clean and healthy environment..

**Experience:** Job related experience is required. Three years of teaching experience.

**Education:** Bachelor's degree in job-related Three years of teaching experience.

**Certificates and Licenses:** Certificate as required by the Wyoming Department of Education

**Continuing Education/Training:** Required annual trainings

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA STATUS:** Exempt