Charleston County SCHOOL DISTRICT
> excellence is our standard

Position Title:	District Content Facilitator	PCN:	
Department/School:		Location/ Address:	75 Calhoun Street
Reports to(Title only):		Work Hours	8 am to 4:30 pm
Salary/Position Category:	☐ Non-Certified Administrator ■ Certified Administrator ☐ Non-Exempt Hourly ☐ Teacher		
Position type/ Grade (to be completed by HR)		Position # of days	
Travel Required	Yes	FLSA Status	■ Exempt ☐ Non-exempt

Job Description

JOB PURPOSE/REASON:

The District Content Facilitator plays a critical role in improving student outcomes by supporting teachers, instructional coaches, and administrators. This position focuses on curriculum development, professional learning, data analysis, and instructional resource management to ensure alignment with district goals and state standards.

REQUIRED QUALIFICATIONS:

EDUCATION: High School Diploma or Equivalent   Associate's Degree   Bachelor's Degree

Master's Degree   Other

EXPERIENCE & TRAINING:

Minimum Qualifications
- Master's degree in education
- Minimum of five years of teaching experience

LICENSING/CERTIFICATION:
Possess or eligible for SC certification in Early Childhood, Elementary or appropriate content area.

OTHER SKILLS/REQUIREMENTS:
- Strong knowledge of state standards and best practices in instruction.
- Experience designing and delivering professional development for educators.
- Proficiency in data analysis and instructional decision-making.
- Excellent communication, collaboration, and organizational skills.
- Familiarity with accreditation processes and state compliance requirements preferred.

PREFERRED QUALIFICATIONS:

SUPERVISION RESPONSIBILITY (IF APPLICABLE):

Direct Reports: ____ # of non-exempt/classified   ____ # of exempt/administrators/teachers
Indirect Reports: ____ # of non-exempt/classified   ____ # of exempt/administrators/teachers

PRIMARY POSITION RESPONSIBILITIES:
Curriculum Development and Enhancement:
- Collaborate with curriculum developers and educators to design, review, and enhance curriculum materials aligned with state standards and district objectives.
- Stay informed on current educational research, trends, and best practices in instruction.

Professional Development:
- Plan and lead professional development sessions to improve instructional strategies, content knowledge, and assessment practices for teachers and staff.
- Provide ongoing support through workshops, seminars, and one-on-one coaching to enhance effective instruction, including remediation and foundational skill-building.
- Designs and facilitates targeted professional learning to increase teacher capacity and effectiveness in schools with identified academic needs as a result of the data (observations, student work, student performance, lesson plans, etc.).
- Conducts professional learning for teachers, paraprofessionals, and administrators.
- Assists with the planning, implementing, and evaluating the district's professional learning activities.

Job-Embedded Support:
- Provides targeted job-embedded support to teachers and school leaders by implementing an intensive cycle of content support (including but not limited to classroom observations, co-teaching, modeling, co-planning, etc.).
- Provides support for creating and implementing selected curricular resources; assists teachers to adjust, modify, and enrich curricular approaches and improve instructional practices.
- Renders support for creating and sustaining a collaborative planning model/professional learning community for teachers.
- Serves as a resource for paraprofessionals, teachers, and school administrators.
- Collaborates with other members from various departments in providing school/classroom-based professional learning and support.

Data Analysis and Assessment:
- Analyze assessment data to identify trends, strengths, and areas for improvement.
- Work collaboratively with school leadership to develop strategies for addressing identified needs and improving student achievement.
- Assists teachers and school leaders in analyzing data (screening, diagnostic, formative, and summative) and identifying necessary academic supports; help establish protocols and procedures to analyze student work periodically and identify specific areas in need of improvement.

PRIMARY POSITION RESPONSIBILITIES, CONTINUED:

Resource Management:
● Evaluate and recommend instructional materials, resources, and technology tools that align with curriculum objectives.
● Assist in the procurement and distribution of resources to support high-quality instruction.

Collaboration and Communication:
● Foster collaboration among teachers, administrators, and instructional specialists to create a cohesive approach to curriculum implementation.
● Communicate effectively with stakeholders, providing updates on curriculum developments, instructional strategies, and assessment results.

Professional Learning Communities (PLCs):
● Facilitate and actively participate in PLCs to encourage collaboration, the sharing of best practices, and problem-solving among teachers.

Support for Diverse Learners:
● Collaborate with special education (EC) professionals and Multilingual Learners (MLL) specialists to ensure instruction is inclusive and meets the needs of all students.

Compliance and Reporting:
● Ensure compliance with state and federal regulations related to instruction and assessment.
● Prepare reports and documentation as required by district and state authorities.
● Act as a key contributor to the district's accreditation process.
● Remains current with accepted and appropriate instructional theory, practice, and research; participates in professional learning; attends seminars and conferences as requested.
● Performs other duties as assigned by appropriate administrator.

SECONDARY POSITION RESPONSIBILITIES

PHYSICAL/MENTAL REQUIREMENTS:
● This position operates in a professional office and school setting. Some travel between school sites may be required.
● Occasional evening or weekend work may be necessary for professional development sessions or meetings.

		Date	
Department Head		Date	
Associate/Chief/Executive Director		Date	
Superintendent (if applicable)		Date	
Human Resources		Date	