

Job Description

Fremont County School District 21

Instructional Facilitator

Purpose Statement

(Approved 6/19/19)

The Instructional Facilitator expedites instructional best practices in all content areas under the direction of the school's Principal; and serves as coach within the content areas to ensure all students learn by building teacher capacity.

This job reports to Building
Principal

Essential Functions

Instructional coaches will ensure all students learn by acting as a:

Relationship Builder:

- Coach all certified teachers
- Work hand-in-hand with building leader
- Fosters trust
- Maintains confidentiality
- Demonstrates effective communication skills
- Understands and fosters each teacher's individual learning process
- Believes in others' capacities to grow and develop
- Has the attitude that everyone and every content area is important

Instructional Framework Specialist:

Will develop teacher capacity in:

- Learning goals
- Students tracking their own learning
- Formative feedback
- Presentation of subject matter
- Multiple opportunities to demonstrate learning
- Engage students with content learning
- Levels of questioning
- Application of knowledge and skill
- Formative assessments
- Crafting questions to prompt discussion
- Guaranteed Viable Curriculum (GVC) alignment

Instructional Learning Facilitator:

- Attend some/focused PLC meetings
- Utilize building and district data to drive meaningful professional development
- Respond in a timely manner to teacher requests for situational learning
- Provide specific feedback related to instruction
- Help set student centered goals
- Model lessons

- Co-planning with teachers for instruction
- New teacher coaching
- Routine classroom visits
- Utilizes a coaching cycle
- Facilitate peer coaching opportunities

Guaranteed and Viable Curriculum (GVC) Process Specialist:

- Assist curriculum resource adoption
- Facilitate prioritization of standards
- Facilitate teacher creation of proficiency scales
- Facilitate alignment of resources to priority standards and proficiency scales
- Facilitate development of formative, common formative and summative assessments aligned to proficiency scales
- Ensure all guaranteed and viable curriculum is documented electronically through curriculum maps, standards, and assessments

Data Coach:

- Facilitates conversations around student assessment data
- Facilitates conversations around instructional data
- Gather data as part of coaching cycle
- Assist staff in reflecting on student data to identify effective instructional strategies for whole group, remediation, and extension during learning cycles

Leader:

- Collaborate district-wide
- Supports all educators at all schools
- Resource provider
- Understands and applies knowledge about change
- Is solution driven

Learner:

- Participate in professional learning
- Is committed to continuous improvement
- Stays abreast of best practices in professional learning
- Collaborates and shares with other coaches and leaders, and other district

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 occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; facilitating department goals; and organizing and communicating information and concepts.

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 analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: knowledge of curriculum, instruction, and subjects of assignments; pertinent laws, codes, policies, and/or

regulations; public relations protocols; and relevant professional standards and practices.

ABILITY is required to schedule 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 standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; and setting priorities.

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 may be required to perform the job's functions. There is some opportunity to effect 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 34% sitting, 33% walking, and 33% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Appropriate Wyoming State Department of Education
Certificate and/or Endorsement

Continuing Educ. / Training

Clearances

3 credits in Native American Studies or similar Course
Work within 2 years of hire date

Criminal Background Clearance
Drug Test

FLSA Status

Approval Date

Salary Grade

Exempt

6/19/19

Title IX Coordinator

Title*: Principal
Address: 90 Ethete Rd, Fort Washakie, WY 82514
Telephone Number: 307.332.5983
Email:

Section 504/ADA Coordinator

Title*: Principal
Address: 90 Ethete Rd, Fort Washakie, WY 82514
Telephone Number: 307.332.5983
Email:

Civil Rights Compliance Coordinator

Title*: Superintendent
Address: 90 Ethete Rd, Fort Washakie, WY 82514
Telephone Number: 307.332.5983
Email:

*OCR recognizes that including a person's name may result in an overly burdensome requirement to republish the notice if a person leaves the coordinator position. It is acceptable for a school district to identify its coordinator only through a position.