

JOB DESCRIPTION

DEPARTMENT: Curriculum, Instruction, and Assessment

JOB TITLE: Instructional Facilitator ____ Part-Time X Full-Time

REQUIREMENTS:

1. Education Level: Bachelor's Degree, Master's Degree Preferred
2. Certification or Licensure: Valid Nebraska Teaching Certificate. Certification as Reading Specialist and/or a strong background in math preferred, but not required.
3. Experience Desired: -College training and an educational background in teaching at the elementary, middle school, or high school level. At all levels, a specialization in reading and/or math is preferred but not required.
 -Exceptional performance as a classroom teacher and a thorough understanding of student learning and teaching.
 -Background that includes the study and use of proven, research-based instructional frameworks and strategies.
4. Other Requirements: -Highly skilled at building relationships of trust and strong interpersonal skills.
 -Flexible and change oriented.
 -Highly ambitious without being aggressive or self-centered.
 -A strong professional will in combination with personal humility.

SUPERVISED BY: Building Principal

RECEIVES GUIDANCE FROM: Director of Curriculum, Instruction, and Assessment

ESSENTIAL FUNCTIONS:

Provides teachers and instructional leaders, in a variety of settings, with information on and, as appropriate, skills in using research-based instructional strategies and best-practices pertaining to student learning and teaching.

Models research-based instructional strategies and best-practices in the classroom and other appropriate settings.

Provides teachers with constructive feedback (coaching) based on observations and other appropriate sources of information pertaining to the teacher's use of research-based instructional strategies and best practices pertaining to student learning and teaching.

Generates, organizes, analyzes, and presents data generated by classroom observations, student assessment results, and/or from other appropriate assessments to promote the use of research-based instructional strategies and best-practices pertaining to student learning and teaching.

Maintains a comprehensive knowledge and a strong ability to coach on research-based strategies and best practices pertaining to student learning and teaching.

As appropriate, provides knowledge of and access to appropriate standards, content, materials, and resources for a specified content area.

Assists in providing staff development activities and opportunities relevant to content areas and/or to research-based instructional strategies and best-practices pertaining to student learning and teaching.

Maintains effective and appropriate communication channels, under the ethical standards of their position, with building administrators, teachers, and the Director of CIA.

Maintains a strong commitment to their own and others professional growth.

Performs other duties as assigned by the building principal that improve student achievement and that further embeds research-based instructional strategies and best practices pertaining to student learning and teaching.

SPECIAL REQUIREMENTS

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67+%
A. Standing		X		
B. Walking		X		
C. Sitting			X	
D. Bending/Stooping		X		
E. Reaching/Push/Pull		X		
F. Climbing (stairs)		X		
G. Driving		X		
H. Lifting 25# Max		X		
I. Carrying		X		
J. Manual Dexterity		X		

Specify: Computer, visual presentations, telephone, TV/VCR, note-taking

OTHER REQUIREMENTS (Intellectual, Sensory)

Strong interpersonal and professional relationship skills.

Strong communication (verbal, written, and presentation) skills.

Strong observational and analytical skills.

Highly organized and motivated.

WORKING CONDITIONS:

A. Inside X Outside Both

B. Climatic Environment:

Classroom and building. Some classrooms and buildings are subject to extremes in temperature and humidity.

C. Hazards:

Stairs in some buildings.
Work in public setting and exposed to illnesses.

Signature of Employee: _____

Signature of Supervisor: _____

Date: _____