

# JOB DESCRIPTION Cumberland County School District

## COUNTY-WIDE INSTRUCTIONAL FACILITATOR

### **Purpose Statement**

The job of a county-wide instructional facilitator was established for the purpose/s of assisting classroom teachers in the development of strategies, skills, tools, and techniques of effective teaching.

### **Supervisory Controls**

Responsible to the Federal Programs Director for the efficient and effective accomplishment of assigned tasks.

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### **Essential Functions**

- Develop, lead and participate in ongoing and job-embedded professional development for the purpose of improving student achievement
- Mentor, observe, and coach classroom teachers for the purpose of improving instruction
- Provide a variety of materials that demonstrate best practices
- Participate in appropriate professional meetings, conferences and in-services
- Aid in the selection of materials/supplies that address identified student academic weaknesses
- Assist in coordinating educational programs
- Demonstrate exemplary classroom practices
- Maintain a variety of manual and electronic files/records
- Analyzes school data for the purpose of making informed decisions reality to instructional practices

### **Other Functions**

Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

### **Job Requirements: Minimum Qualifications**

- Specific skilled-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment, using pertinent software applications, and preparing and maintaining accurate records
- Ability to schedule and/or conduct activities, meetings or events
- Must perform technical tasks with the potential of upgrading skills in order to meet changing job conditions
- Work cooperatively with others, communicate with diverse groups, maintaining confidentiality and adapt to changing work priorities

### **Responsibility**

To efficiently support the Director of Federal Programs and accomplish assigned tasks/missions

### **Working Environment**

- The work is performed in an office environment at Central Services and at other buildings/facilities of the public school system.
- The work is often sedentary but some lifting, walking, bending and driving are required.

**Experience**

Incumbent shall have at least five years of verified teaching experience.

**Education**

Incumbent shall have not less than a Master's Degree.

**Requirement**

This is a certified position.

**Clearances**

Criminal justice fingerprint/background clearance

Physical exam to meet health and physical requirements

**Certificates and Licenses**

Teacher's certification and/or license

**Continuing Educ./Training**

Maintain Licensure