

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.

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

Master's Degree Preferred.

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