

SCHOOL DISTRICT OF SARASOTA COUNTY, FLORIDA

JOB DESCRIPTION

INSTRUCTIONAL FACILITATOR

SALARY SCHEDULE: INSTRUCTIONAL, 11-MONTH TEACHER

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) Bachelor's Degree (BA or BS) or higher. Master's Degree (MA/MS) preferred.
- (2) Florida Educator's Certificate in the specified content area or certification in the field associated with the area of responsibility.
- (3) Minimum of three (3) years successful teaching experience.
- (4) Experience in providing training or professional development to adult learners is preferred.
- (5) Educational Leadership experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and local laws, rules, and compliance regulations governing standards and assessment, curriculum implementation and relevant modifications/adaptations to curriculum. Experience in leading professional development sessions based on sound pedagogy, effective research-based instructional practices, technology integration, assessment and data analysis. Skillful collaborator as evidenced by excellent: oral and written communication skills, interpersonal skills, planning and organizational skills, and problem solving methods. Experience in modeling teaching behavior to adult learners in a variety of settings, including workshops, blended learning courses, professional learning communities, and webinars). Evidence of instructional leadership, such as serving as team leader, department chair, or serving on school or district committees. Ability to be flexible and work independently, effectively and efficiently manage time, and continue individual professional growth.

REPORTS TO:

Director or Supervisor of Department Assigned

JOB GOAL

To facilitate continuous improvement in classroom instruction by providing instructional support to teachers and schools in the elements of research-based instruction and by demonstrating the alignment of instruction with curriculum standards and assessments tools used to improve teaching and learning for the overall goal of increasing student achievement.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Communicate and support implementation of state and district wide initiatives.
- *(2) Demonstrate high expectations and model effective strategies for continuous school improvement in areas such as instructional strategies and materials, classroom climate and organization, behavior management, and professional growth and development to ensure that instruction meets student needs, grade level content standards, the goals of the schools' improvement plans and the goals of Sarasota County schools.

School Board Approved – (date)

- * (3) Demonstrate exemplary classroom practice, plan and conduct professional development, and collect, analyze and report school district data to administrators and others as needed and requested.
- * (4) Assist teachers in the development and use of formative, interim, and summative common assessments to improve student learning and inform instructional decisions in coordination with the RAE (Research, Assessment, and Evaluation) department.
- * (5) Apply a variety of instructional theories and models, incorporating best practices, lesson design, and student centered learning, and differentiated instruction approaches for the success of all students.
- * (6) Facilitate communication about instructional practices and student achievement between and among teachers, within and across grade levels.
- * (7) Use computer technology efficiently to perform job duties and responsibilities (e.g. email, internet, power point, spreadsheets, and word processing). Use data management systems to access student data on the Student Information System (SIS) and to access assessment data (benchmark test data, school achievement reports).
- * (8) Learn, use and incorporate NEW technologies (e.g. Blackboard, Camtasia, ACTIVtechnology) in the development of instructional resources and in the design and delivery of professional development for teachers and school-based administrators.
- * (9) Effectively present information and respond to questions from district and school-based administrators, teachers, parents, Sarasota County school board members, and the general public.
- * (10) Lead the process and/or serve on district textbook/instructional resource committees and facilitate professional learning for implementation and analysis of effectiveness.
- * (11) Assist individual teachers on Performance Improvement Plans (PIPs) as requested by the district.
- * (12) Participate in ongoing, regular department meetings, collaborative cross-department discussions, district and state level trainings, and all other duties, as assigned and required, in order to perform the above services.
- * (13) Represent the District in a positive and professional manner.
- * (14) Provide leadership for the assigned areas of responsibility.
- * (15) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (16) Follow all School Board policies, rules and regulations.
- * (17) Keep supervisor/director informed of potential problems or unusual events.
- * (18) Perform other duties as may be assigned to by the Supervisor or Director.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year – 11 months

Hours of employment shall be those established by the Department/District.

Typical office cubicle environment

Requires frequent travel for off-site trainings, planning meetings, and school site visits.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. ##

*Essential Performance Responsibilities