

**9.6.03.a** **INSTRUCTIONAL FACILITATOR (240 DAYS)**

**Reports To:** Principal

**Dept/Campus:** Assigned Campus

**Wage/Hour Status:** Exempt

**Length of Contract:** 240 days

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**PRIMARY PURPOSE:**

Facilitate continuous improvement in classroom instruction by providing instructional support to teachers in the elements of research-based instruction and by demonstrating the alignment of instruction with curriculum standards and assessments tools. Develop instructional strategies. Develop and implement training. Choose standards-based instructional materials. Provide teachers with an understanding of current research. Integrate technology into instruction. Assist in the implementation of the components of the Arkansas Comprehensive School Improvement Plan (ACSIP).

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor's degree; Master's degree preferred  
Administrative certification

**Special Knowledge/Skills:**

Knowledge of curriculum and instruction  
Ability to evaluate instructional program and teaching effectiveness  
Ability to interpret policy, procedures, and data  
Strong communication, public relations, and interpersonal skills  
Calm and patient demeanor with students and others

**Experience:**

Three or more years experience as a classroom teacher  
Two years experience in instructional leadership role

The Board may find appropriate and acceptable alternatives to the above qualifications.

**EVALUATION:**

Instructional facilitators employed by the district will be evaluated annually.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Demonstrate relentless commitment to academic achievement of all students.

## **JOB DESCRIPTION**

**Instructional Facilitator (240 days)**

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2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Maintain communication with the building principal.
7. Serve on the campus leadership team.
8. Help plan and implement professional learning communities.
9. Coordinate collection and analysis of data.
10. Arrange for students who are not proficient to get additional time and instruction they need to succeed.
11. Lead study groups.
12. Coordinate TLI (The Learning Institute) assessments, proof tests, distribute test materials, and scan answer documents.
13. Meet regularly with teachers to analyze classroom, TLI, and state assessment data.
14. Monitor and participate in grading open response questions and/or writing prompts.
15. Keep documentation of all meetings with teachers (agendas, minutes, etc.).
16. Facilitate the alignment and development of the curriculum based upon continuing systematic review and analysis of TIA (Total Instructional Alignment) documents.
17. Evaluate student achievement and assist with placing students in appropriate intervention and support services.
18. Evaluate effectiveness of the overall literacy/math program.
19. Identify needs and make recommendations for appropriate materials.

20. Meet regularly with the principal to report on progress and to evaluate the literacy/math program.
21. Evaluate teachers at the request of the principals.
22. Serve as outside evaluator for other campuses at the request of administration.
23. Coordinate meeting with campus facilitators for the purpose of planning professional development.
24. Other duties as assigned.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

Frequent district-wide and occasional state-wide travel; occasional prolonged and irregular hours

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Date Adopted: June 19, 2012  
Last Revised:

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

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Date

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Supervisor

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Date