JOB TITLE
INSTRUCTIONAL FACILITATOR

REPORTS TO
BUILDING PRINCIPAL

SALARY
Certified Salary Schedule

LENGTH OF WORK YEAR
188 Days

DATE
Revised August 2016

SCOPE OF RESPONSIBILITIES

Instructional Facilitators assist schools with providing ongoing professional development, instructional coaching and instructional mentoring that impacts student learning for the purpose of improving student achievement. Instructional Facilitators are dedicated to improving teacher instructional skills, devoted to improvement of instruction and recognized for instructional leadership skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supports District and School Improvement initiatives, goals and priorities.
- Collaborates with teachers in implementing research based instructional strategies.
- Models, observes and provides meaningful feedback to improve instruction.
- Promotes and facilitates collaborative conversations with teachers to move toward peer/team coaching.
- Engages teachers in reflective dialogue about their practice through open-ended questioning.
- Collaborates with teachers in the process of using the data from formative and summative assessments to guide instruction.
- Assists teachers in accessing, understanding and using data to guide instruction.
- Supports teachers' implementation of reflective practices by modeling and reinforcing how to create and evaluate assessments and rubrics; and analyze student work to monitor and adjust instruction.
- Assist teachers with differentiated instructional planning that integrates higher level thinking, engagement, authenticity, and technology.
- Collaborates with teachers in the classroom in reflecting upon and enhancing the learning environment.
- Assists teachers in the collection of data on classroom behaviors (such as time on task, opportunities to respond, positive/negative ratio of interaction, and disruptions) and facilitate discussions to interpret and use the data.
- Provides resources and support for teachers to implement management strategies to create safe, productive, and engaging learning environment.
- Fosters collaborative relationships with colleagues; research, receive, plan and deliver professional development; and model professionalism with integrity.
- Uses appropriate channels to resolve issues.
- Demonstrates trust-building behaviors.
- Initiates, actively engages in, and contributes to professional learning.
- Creates and sustains a collaborative culture of coaching.
- Advocates for and models positive interpersonal relationships.

Performs other duties as assigned related to instructional coaching.
MINIMUM QUALIFICATIONS

- Valid Wyoming Professional Teaching Standards Board Teacher Certification
- Strong background in instructional strategies
- Strong background in content related to school improvement plans
- Strong leadership ability

EDUCATION and/or EXPERIENCE

- Minimum of five years of classroom teaching experience
- Master's Degree OR National Board Certification

SUPERVISORY RESPONSIBILITIES

The Instructional Facilitator will maintain a collegial relationship with teachers for the purpose of improving instruction. The Instructional Facilitator will have no supervisory or evaluative duties, responsibilities, or authority.

LANGUAGE SKILLS

Must have the ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Be able to write reports, business correspondence, and procedure manuals, effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Must have the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume, and the ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Demonstrated ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

PHYSICAL DEMANDS

On-the-job time spent in physical activities is indicated below:

UNDER 1/3:
- Walk
- Climb or balance
- Stoop, kneel, crouch, or crawl
- Taste or smell
PHYSICAL DEMANDS continued

1/3 TO 2/3:
- Stand
- Use hands to finger, handle or feel
- Reach with hands and arms

OVER 2/3:
- Sit
- Talk or hear

REQUIRED MOVEMENTS

FREQUENTLY:
- None

OCCASIONALLY:
- Bend
- Reach
- Squat
- Kneel – duration at one time of five to 30 minutes
- Climb on a step ladder
- Push or pull less than 50 pounds
- Twist body part above waist
- Rotate body part above waist

WEIGHT LIFTING REQUIREMENTS

Weight lift requirements are indicated below:

UNDER 1/3:
- Up to 25 pounds
- Up to 50 pounds

1/3 TO 2/3:
- Up to ten pounds

OVER 2/3:
- None

VISION REQUIREMENTS

Vision requirements are indicated below:
- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three dimensional vision, ability to judge distances and spatial)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus
WORK ENVIRONMENT

Typical noise levels for this work environment are:
  o Moderate noise (examples are business office with computers and printers, light traffic)

Hearing Demands (including ability to discriminate verbal commands and environmental safety sounds) for this position are:
  o Ability to hear well enough to work where severe hearing impairment is not a handicap (e.g. able to hear warning noises with or without a hearing aid, able to be in contact with co-workers and receive and transmit information. Able to hear verbal instructions, etc.)

Amount of time will be exposed to following environmental conditions:

NONE:
  o Work with explosive
  o Risk of radiation

UNDER 1/3:
  o Wet or humid conditions
  o Work near moving mechanical parts
  o Work in high precarious places
  o Fumes or airborne particles
  o Toxic or caustic chemicals
  o Outdoor weather conditions
  o Extreme cold (non-weather related)
  o Extreme heat (non-weather related)
  o Risk or electrical shock
  o Vibration

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print):____________________________________ Date: _________

Employee Signature: ___________________________________________________________