

**Job Title:** Facilitator DRD **Wage/Hour Status:** Exempt  
**Reports to:** Director Curriculum & Instruction **Pay Grade:** 105  
Special Education & Special Services  
**Dept. /School:** Special Education & Health Services Center **Date Revised:** July 24, 2019

**Primary Purpose**

Coordinate the Dyslexia/Related Disorders (DRD) program for the District. Serve as a consultant in the area of dyslexia and related disorders to general education and special education teachers and campus administrators.

**Qualifications****Education/Certification**

Master's Degree  
Valid Texas Teaching Certificate  
Valid Principal Certificate

**Special Knowledge/Skills**

- Knowledge of instructional administration, curriculum writing and implementation
- Excellent organizational, public relations and communication, presentation, and interpersonal skills
- In-depth knowledge of subject-specific processes, acquisitions, assessment, and instruction
- Knowledge and skills in the organization and implementation of testing procedures for the DRD program

**Experience**

Three (3) years teaching experience

**Major Responsibilities and Duties****Instructional and Program Management**

1. Plan, organize, and assist schools in the implementation and delivery of the District's designated dyslexia instructional program.
2. Adhere to local, state, federal requirements, regulations and policies.
3. Assist schools with improving student achievement and improving student test scores.
4. Obtain and share current research, materials and methodologies on dyslexia.
5. Instruct test examiners in procedures for administration of the identified diagnostic assessments.
6. Review assessment data to make recommendations regarding dyslexia.
7. Organize, plan, and implement staff development programs.
8. Identify supplemental materials to support the dyslexia program.
9. Maintain contact with teachers and campus administrators.
10. Provide student data to teachers and campus administrators.
11. Attend professional development in the area of dyslexia and reading disorders.
12. Monitor the use, care, and replacement of capital equipment and/or facilities as appropriate.
13. Provide current information about national, state, and District programs and trends
14. Ensure compliance regarding the identification and delivery of services to students identified as qualifying for DRD services.
15. Perform other duties as assigned by supervisor.

**Budget**

16. Develop and submit budget requests to support the instructional programs.
17. Participate in the bidding and purchasing process as requested.
18. Demonstrate responsible fiscal control over assigned budgets.

**Personnel Management**

- 19. Assist teachers and administrators in the planning and review of instructional schedules for dyslexia.
- 20. Coordinate teacher travel within the District to maximize time for the delivery of services to students and time management for personnel.
- 21. Provide assistance to all personnel within the scope of the DRD program and encourages professional growth.
- 22. Demonstrate and set high expectations and professionalism.

**Student Management**

- 23. Ensure DRD services supports the needs of students who qualify for services.
- 24. Document services to students as per state, federal and local requirements.
- 25. Promote high expectations for students and student performance.

**Communications and Community Relations**

- 26. Maintain open communication with campuses and the educational community and provides information regarding the dyslexia program.
- 27. Participate in state, district and community activities related to dyslexia and reading disorders.
- 28. Plan, attend, and chair committees and/or meetings assigned by immediate Supervisor.

**Supervisory Responsibilities**

Supervise assigned personnel

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; occasional prolonged and irregular hours; frequent local, district and state travel.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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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 and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.