

Job Title:	Facilitator Pre- K DL	Wage/Hour Status:	Exempt
Reports to:	Executive Director Specialized Learning Services	Pay Grade:	105
Dept. /School:	Specialized Learning Services	Date Revised:	February 6, 2023

Primary Purpose

Assist the Director to monitor schools in the planning, development, and training of the Early Childhood program to include Dual Language. Assist individual teachers and principals in implementation of the Texas Accountability Intervention System (TAIS).

Qualifications**Education/Certification**

Master's Degree
Valid Texas Teaching Certificate

Special Knowledge/Skills

- Knowledge of the Texas Accountability Intervention System (TAIS)
- Knowledge of instructional administration, curriculum writing, and implementation
- Excellent organizational, communication, presentation, and interpersonal skills
- Knowledge of assessment administered in Grades Pre-K through 2

Experience

Three (3 years teaching experience

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

1. Plan and organize for the delivery of the district's regular and compensatory instructional programs to ensure implementation of adopted curriculum.
2. Adhere to local, state, federal rules, regulations and policies.
3. Assist schools to increase student achievement in language arts, mathematics, social studies, science, fine arts, and physical education.
4. Plan, implement, and evaluate instructional programs with teachers and principals.
5. Assess, develop and implement the use of technology.
6. Participate in the selection of all state and locally adopted textbooks and materials as assigned.
7. Plan and provide technical assistance to support the adopted curriculum.
8. Develop programs, with teachers, designed to increase student self-esteem.
9. Monitor the use, care, and replacement of capital equipment and/or facilities as appropriate.
10. Keep abreast of information about national, state, and district programs and trends.
11. Participate in district and community activities.
12. Promote and communicate high expectations of teacher and student performance.
13. Assist and promote safety procedures in the district.
14. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress and occasional prolonged and irregular hours.

Terms of Employment

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

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: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ 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.