

<b>Job Title:</b>	Facilitator Elementary RLA-DL	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Director of Literacy	<b>Pay Grade:</b>	105
<b>Dept/School:</b>	Curriculum and Instruction Literacy	<b>Date Revised:</b>	April 13, 2023

**Primary Purpose**

Assist the supervisor, principals, and teachers, in planning, developing, training, implementing, and evaluating curriculum and instructional practices for the assigned subject area. Plan, organize and assist with professional development. Assist teachers and principals in implementation of the Texas Essential Knowledge and Skills (TEKS).

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

Master's Degree  
Valid Texas Teaching Certificate

**Special Knowledge/Skills**

- Strong instructional ability as a classroom teacher
- Demonstrated ability in communication, organizational, presentation, curriculum writing, and implementation skills
- Demonstrated ability to obtain, disaggregate, and analyze data and develop strategies to target areas of need to improve academic achievement
- Demonstrated instructional leadership ability in working with administrators, teachers, and students
- In-depth knowledge of differentiated and scaffolded instruction in active, project/problem/ inquiry-based, computational thinking, and blended learning environments to enhance instruction
- In-depth knowledge in working with all student populations including At-Risk, English Language Learners, Special Education, Gifted & Talented, Homeless, and Migrant
- In-depth knowledge of instructional best practices and formative assessment tools and processes to monitor, analyze, and gauge student improvement and support teacher growth and effectiveness
- Knowledge in design, development, and implementation of active, project/problem//inquiry based, computational thinking, and blended learning environments
- Knowledge and understanding of flexible and personalized learning environments
- Excellent project management skills and ability to manage numerous tasks simultaneously, work under pressure, meet tight deadlines, and proactively resolve issues
- Ability to effectively lead cross-functional teams and superior community-building skills
- Ability to develop, implement, and assess policy, procedure, and practice
- Ability to work collaboratively with district administration and staff, campus administration, teachers, and partner initiatives

**Experience**

Three (3) years teaching experience

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

1. Plan for and organize the delivery of the district's instructional programs to ensure implementation of adopted curriculum.
2. Create and manage District course numbers for subject area.
3. Assist Guidance Services with transcript audits as requested.
4. Assist schools to increase student participation and success in Pre-Advanced Placement, Advanced Placement and Dual Credit, IB, Dual Enrollment and College, Career, and Military Readiness (CCMR).

5. Plan for and organize the delivery of the district's instructional programs to ensure implementation of adopted curriculum.
6. Adhere to local, state, federal rules, regulations, and policies.
7. Coach teachers to increase student achievement by promoting quality instructional practices that support active learning that is student-centered and equitable, with the teacher facilitating rather than lecturing.
8. Provide demonstration teaching best practices.
9. Plan, implement, and evaluate instructional programs with teachers and principals.
10. Assess, develop, and implement the use of technology.
11. Participate in the selection of all state and locally adopted textbooks and materials as assigned.
12. Work with facilitators District-wide to coordinate and implement a rigorous curriculum that provide the academic pathways to college and careers.
13. Assist and support implementation of the academic campus excellence model at the campus level.
14. Design, develop and provide relevant professional development and learning experiences to district administrators and staff, campus administrators, and teachers on 21<sup>st</sup> century knowledge, skills, and pedagogical practices, specifically in active learning and technology integration in curriculum and instruction.
15. Develop programs, with teachers, designed to increase student self-esteem.
16. Keep informed about national, state, and district programs and trends.
17. Compile and maintain records and reports as assigned.
18. Monitor the use, care, and replacement of capital equipment and/or facilities as appropriate.
19. Assume responsibilities for implementing the policies and directives of the Board and TEA.

#### **Budget**

20. Develop and submit budget requests to support the instructional program.
21. Participate in the bidding and purchasing process.
22. Demonstrate responsible fiscal control over assigned budget.

#### **Communication and Community Relations**

23. Employ collaborative decision-making processes and fosters team building.
24. Maintain high visibility in educational community.
25. Participate in district and community activities.
26. Develop articulation plans with post-secondary institutions.
27. Promote and provide information to the community regarding curriculum.
28. Establish and maintain favorable relationship with stakeholders to foster understanding and solicits support for the program.
29. Plan and chair committees and/or meetings assigned by immediate supervisor.
30. Promote and communicate high expectations of teacher and student performance.
31. Interpret Board policies and administrative directives.
32. Assist and promote safety procedures in the district.

#### **Professional Growth and Development**

33. Design, develop and provide professional development and coaching to district staff and campus leaders.
34. Assist in conducting training sessions for teachers.
35. Review research and other findings in the content area on which to base staff development programs.
36. Keep informed on the latest research trends and development for staff development training.
37. Perform other duties as assigned by supervisor.

#### **Supervisory Responsibilities**

None

#### **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.