

JOB DESCRIPTION

Job Title Facilitator Early Childhood Learning
Reports to Director Early Childhood Learning
Dept/School Early Childhood Learning

Job Title Code 130828
Wage/Hour Status Exempt
Pay Grade 105
Date Revised July 8, 2025

Primary Purpose

Work directly with teachers and the school leadership to improve and support classroom instruction by partnering with the Early Learning Director and other curriculum and instruction staff to monitor schools in the planning, development, and training of Early Childhood Educators to in Pre-K3 and Pre-K4. Support the priority to implement and maintain a High-Quality Pre-Kindergarten Program.

Education/Certification

- Master's Degree
- Valid Texas Teaching Certificate

Special Knowledge/Skills

- Knowledge of instructional administration, curriculum writing, and implementation
- Excellent organizational, communication, presentation, and interpersonal skills
- Knowledge of assessments administered in Pre-Kindergarten and the alignment in Grades K through 2
- Knowledge of the Texas Pre-Kindergarten Guidelines and alignment to K-2 TEKS
- Knowledge of House Bill 3 and the components affecting Early Childhood
- Demonstrate ability in organizational, communication, presentation, and interpersonal skills
- Knowledge of research-based practices that constitutes a high quality, developmentally appropriate preschool service

Experience

- Five (5) years elementary teaching experience (early childhood preferred)
- Three (3) years of instructional coach experience or similar position (early childhood experience preferred)

Major Responsibilities and Duties

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. Assess, develop, and implement the use of technology.
4. Develop programs, with teachers, designed to increase student self-esteem.
5. Monitor the use, care, and replacement of capital equipment and/or facilities as appropriate.
6. Keep abreast of information about national, state, and district programs and trends.
7. Assist and promote safety procedures in the district.
8. Perform other duties as assigned by supervisor.
9. Plan, implement, and evaluate instructional programs with teachers and principals.

Instructional Management/Support

10. Participate in the selection of all state and locally adopted textbooks and materials as assigned.
11. Plan and provide technical assistance to support the adopted curriculum.
12. Participate in district and community activities.
13. Promote and communicate high expectations of teacher and student performance.
14. Assist schools to increase student achievement in all Pre-Kindergarten Domains.

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15. Visit campuses to provide support and information to administrators and educators to improve instructional programs.
16. Mentor and assist EC teachers and paraprofessionals in the development of teaching skills, strategies, or techniques to support student success in monolingual and dual language classrooms.
17. Maintain consistent communication with assigned campuses.

District/Organizational Climate

18. Maintain documentation of activities conducted at assigned campuses and be prepared to share with the Director of Early Learning and other Supervisors.
19. Work with District personnel in goal setting and planning
20. Assist in the collection of data and maintain knowledge of district and community resources to support effective educational programs.
21. Serve as district representative during trend walks (instructional rounds) and in other district meetings when necessary.
22. Participate in professional development growth required by local and state regulations and District mandates.
23. Participate in the development and implementation of district level Professional Learning Communities to enhance professional growth, communication, and community relations.

District/Community Relations

24. Perform duties in a professional, ethical and responsible manner.
25. Demonstrate the ability to attend work on a regular and routine basis to avoid disruption to district operations.
26. Demonstrate a high level of independent, ethical, and professional conduct.
27. Demonstrate the ability to maintain an effective working relationship and maintain good rapport with parents, students, colleagues and the community.
28. Provide optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Moderate standing, stooping, bending, and lifting.
- 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: _____

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My supervisor has reviewed this job description with me and has provided me with 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, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.