



<b>Title:</b>	Instructional Facilitator
<b>Reports to:</b>	Director of Elementary & Secondary Ed
<b>Terms of Employment:</b>	10.5 Months
<b>Salary:</b>	NC State Salary Schedule

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each of the noted essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Hold NC Teacher Certification in curriculum area.  
Master's degree in curriculum area and/or relevant graduate degree or curriculum area certification.

**Summary of Responsibilities:**

Provide leadership, coordination and support in the ongoing development, implementation and administration of all phases of the curriculum. The Instructional Facilitator is defined as one whose primary concern is the improvement of learning opportunities through the provision of instructional leadership.

**Essential Functions:**

1. Advises the curriculum director on areas of need for curriculum development and professional development
2. Conducts professional development meetings for school as required and assists with implementation of initiatives explored during professional development
3. Helps coordinate the development of curriculum objectives and pacing for district content areas: monitors the implementation and evaluation of these objectives at the school level
4. Helps coordinate the process for selection of textbooks, equipment and instructional supplies for the district and their assigned school
5. Provides a coaching cycle for a targeted teacher which includes planning assistance, conducting model lessons, and co-teaching. Instructional Facilitators will follow up with reflective discussions with targeted teachers.
6. Plans lessons and assessments with teachers to improve student engagement and performance
7. Models lessons for teachers or co-teaches lessons. The lessons may involve new instructional strategies that the teacher has not used before or in-depth content that the teacher is not familiar or comfortable with.
8. Reviews benchmark and assessment data with teachers, address classroom and district trends, offer strategies to address these trends, discuss the areas in need of remediation, and discuss areas in need of enrichment.

9. Deciphers differentiation and intervention needs in a classroom (RTI, AIG, EC...) and assists teachers in the implementation of these interventions in their lessons
10. Acts as a resource person to teachers on issues in the area of curriculum and instruction
11. Meets and coordinates with other academic coaches to promote inter-disciplinary programs and Project Based Learning design
12. Attends curriculum and instruction professional development opportunities and brings gained knowledge back to the staff in their assigned building
13. Provides support and guidance to teachers in handling of day-to-day challenges of instruction and implementation of curriculum as well as classroom management
14. Promotes innovation within the curriculum area
15. Works with curriculum teams to ensure successful completion of all phases of the curriculum cycle: pacing, resource creation and attainment, assessment, and instruction
16. Conducts searches for instructional and content based resources as well as creates resources for teachers to use in their instruction.
17. Helps organize and manage MTSS paperwork for teachers
18. Provides leadership and guidance for the integration of curriculum and instructional technology
19. Helps administer K-2 reading and math assessment

