

# DESERT SANDS UNIFIED SCHOOL DISTRICT

## Job Description

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| <b>Title:</b> Project Facilitator | <b>Reports To:</b> Principal                |
| <b>Department:</b> School Site    | <b>Classification:</b> Certificated         |
| <b>Work Year:</b> 10 Months       | <b>Salary:</b> Certificated Salary Schedule |

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### **Basic Functions:**

The Project Facilitator's primary function is to assist the principal and staff with coordination of instructional support materials and strategies, special projects, student assessment data collection, and staff development activities in order to increase student achievement.

### **Representative Duties:**

1. Work with site administrator in the development and ongoing evaluation of curriculum.
2. Assist in the planning, organizing, and implementation of a staff development program that will result in improved instructional performance.
3. Assist with the annual testing program, including the analysis of test data and implementation of modifications necessary to build quality and increase achievement.
4. Conduct and/or provide new teacher training and specific staff development as needed.
5. Facilitate professional learning communities for teachers, principals, coaches, department and grade levels around curriculum embedded assessment data, issues of data review, instructional planning and lesson delivery.
6. Facilitate use of adopted and supplemental materials.
7. Facilitate use of curriculum embedded assessment, provide training for principals and teachers to use the assessment regularly to determine student progress and modify instruction.
8. Work cooperatively with the entire Educational Services team to ensure support to all schools.
9. Adhere to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations.
10. Inform the Principal of any condition, situation, and/or event which has significant positive or negative impact on the school district.
11. Perform additional duties and obligations as mandated by law, Board Policy, or administrative directive and duties as assigned by the Principal.

### **Knowledge and Skills Required:**

1. Working knowledge of curriculum and instruction. Experience in curriculum development and instructional coaching preferred.
2. Organizational and problem solving skills.
3. Oral and written communication skills.
4. Experience in facilitation/collaboration preferred (e.g. DuFour training).

This description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

**Education and Experience:**

Successful and extensive teaching experience preferred.

**Licenses, Certifications and Testing Required:**

Valid California Teaching Credential.

Fingerprint/criminal justice clearance.

Tuberculosis clearance.

Must possess or have ability to obtain a valid California Driver's License.

**Physical Requirements and Working Conditions:**

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, the individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by the job include close vision and distant vision. Frequently driving is essential in meeting the demands of the job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, while interacting with the public and other workers. Occasionally, the position requires the employee to work irregular and extended hours. Directly responsible for the safety, well-being or work output of other people. Ability to meet multiple demands from several people.

**Regular Work Year:** 182