

# DESERT SANDS UNIFIED SCHOOL DISTRICT

## Job Description

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<b>Title:</b> Project Facilitator, Early Literacy	<b>Reports To:</b> Assistant Superintendent, Educational Services
<b>Department:</b> Educational Services	<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, Early Literacy, under the direction of the Assistant Superintendent of Educational Services, is primarily responsible for supporting Elementary Instructional Coaches in the implementation of TK-2 Literacy Instruction/Interventions and the collection of fundamental assessment data to increase student learning.

### **Representative Duties:**

1. Work with elementary teachers, instructional coaches and administrators in the development and ongoing evaluation of the Early Literacy programs addressing the following components:
  - Developing and implementing program delivery and assessment systems
  - Provide technical, consultative, advisory and planning services
  - Instructional strategies
  - Instructional resource alignment
  - English Learner strategies
  - Special Education strategies
2. Assist in the planning, organizing, and implementation of a professional development program that will result in improved instructional performance and student learning.
3. Assist with the annual program evaluation, including the analysis of data and implementation of modifications necessary to build quality instruction and increase achievement.
4. Conduct and/or provide new teacher training and specific staff development as needed.
5. Facilitate professional learning communities for elementary teachers, principals, coaches and grade levels around instructional planning, lesson delivery, student assessment and interventions.
6. Demonstrate, model and coach effective use of adopted and supplemental materials for early literacy.
7. Act as liaison between school sites and district office to accurately maintain all required reports and records in a timely manner.
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 Assistant Superintendent 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.

**Knowledge and Skills Required:**

- Organizational and problem solving skills.
- Experience in curriculum development, assessment and instructional coaching.
- Oral and written communication skills.
- Experience in facilitation/collaboration preferred.

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 in the primary grades 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:** 10 Months