

DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title: Project Facilitator, English/Language Arts **Reports To:** Assistant Superintendent, Educational Services

Department: Educational Services **Classification:** Certificated

Work Year: 10 Months **Salary:** Certificated Salary Schedule

Basic Functions:

The Project Facilitator, English/Language Arts under the direction of the Assistant Superintendent of Educational Services, is primarily responsible for assisting district wide in the implementation of standards, curriculum, effective instructional strategies, and staff development in order to increase student achievement.

Representative Duties:

1. Work with K-12 English/Language Arts Leadership Team in the development and ongoing evaluation of English/Language Arts curriculum guides, addressing the following components:
 - Unpacked standards
 - Curriculum maps/pacing guides
 - Common assessments
 - Instructional strategies
 - Instructional resource alignment
 - English Learner strategies
 - Special Education strategies
2. Assist in the planning, organizing, and implementation of a staff development program that will result in improved instructional performance in English/Language Arts.
3. Assist with the annual program evaluation, 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 English Language/Arts teachers, principals, coaches, department and grade levels around curriculum embedded assessment data, issues of data review, instructional planning and lesson delivery in English/Language Arts.
6. Design and provide coaching of the implementation of English/Language Arts intervention program.
7. Visit school sites regularly to: (1) observe classrooms with principals or coaches in order to identify instructional needs; (2) coach/model classroom instruction.
8. Demonstrate, model and coach effective use of adopted and supplemental materials in English/Language Arts.
9. Provide and assist with AB 466 professional development training in English/Language Arts.
10. Develop curriculum embedded assessment, provide training for principals and teachers to use the assessment regularly to determine student progress and modify instruction.
11. Work cooperatively with the entire Educational Services team to ensure support to all schools.
12. 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.

13. Inform the Assistant Superintendent of any condition, situation, and/or event which has significant positive or negative impact on the school district.
14. 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:

- Working knowledge of curriculum and instruction in English/Language Arts. Experience in curriculum development and instructional coaching preferred.
- Organizational and problem solving skills.
- Oral and written communication skills.
- 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 days