

# DESERT SANDS UNIFIED SCHOOL DISTRICT

## Job Description

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<b>Title:</b>	<b>Project Facilitator, Special Education</b>	<b>Reports To:</b>	<b>Director</b>
<b>Department:</b>	<b>Special Education/Student Support Services</b>	<b>Classification:</b>	<b>Certificated</b>
<b>Work Year:</b>	<b>10 Months</b>	<b>Salary:</b>	<b>Certificated Salary Schedule</b>

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### **Basic Functions:**

The Project Facilitator in Special Education, under the direction of the Assistant Superintendent of Student Support Services, provides sites with curricular and instructional support, assists with data collection and evaluation, and facilitates professional learning groups for raising student achievement.

### **Representative Duties:**

1. Assist in the planning and implementation of district programs and services that improve the educational achievement of students with disabilities.
2. Assist with the organization, planning and implementation of TRAC professional development trainings, activities and processes. Participate in district- and site-level TRAC meetings.
3. Assist in the planning and implementation of specific training opportunities for paraeducators in Special Education to ensure positive collaboration between Classified and Certificated staff working together with students with disabilities.
4. Assist sites with the collection, analysis and use of data to inform instruction in Special Education programs and to design and implement appropriate remedial and supplemental programs.
5. Participate in, facilitate and/or provide staff development at collaborative grade level/department and/or staff meetings as requested by sites.
6. Facilitate and model best practices/research-based instructional strategies with a focus on students with disabilities.
7. Facilitate and assist as needed with the on-going process of updating district curriculum guides, and provide support to sites/teachers on implementation.
8. Oversee and facilitate the district's policies and processes regarding the use and administration of district benchmark assessments.
9. Facilitate district and site trainings on state curriculum frameworks and the textbook adoption process with an eye toward the unique needs of students with disabilities.
10. Work cooperatively with the entire Student Support Educational Services teams to ensure support to programs for students with disabilities at all schools.
11. Perform other duties as necessary in order to provide district support to schools with curriculum, instruction, assessments, and data collection and analysis.

**Knowledge and Skills Required:**

1. Working knowledge of curriculum, instruction and assessment.
2. Experience in curriculum development and instructional coaching preferred.
3. Organizational and problem solving skills.
4. Oral and written communication skills.
5. Experience in facilitating professional collaboration preferred.

This job 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 Special Education preferred.

**Licenses, Certifications and Testing Required:**

Valid Education Specialist Credential  
Valid California Teaching Credential  
Fingerprint/criminal justice clearance  
Tuberculosis clearance  
Must possess or have the 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, 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 this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

**Work Days: 182**

Approved: July 21, 2015