



Fabens Independent School District

821 NE "G" Avenue ♦ P.O. Box 697
Fabens, TX 79838
Phone: (915) 765-2600 ♦ Fax: (915) 764-2968
www.fabensisd.net

Posting #552

INSTRUCTIONAL FACILITATOR ELEMENTARY

*****AMENDED*****

Previous Applicants Do Not Need to Reapply

Primary Purpose

To plan and implement assigned curriculum and instruction programs that includes curriculum, staff development, and instructional support.

Minimum Certification / Education

Bachelor's degree from accredited university
Master's degree from accredited university (**preferred**)
Valid Texas teaching certificate required

Special Knowledge / Skills

- Ability to evaluate instructional program and teaching effectiveness
- Demonstrated knowledge of curriculum and instruction, Title I, and State Compensatory Education Program
- Assist campus principal with planning, curriculum, staff development and instructional support
- Demonstrated organizational, communication, and interpersonal skills
- Three years' experience as a classroom teacher

Location of Assignment: Fabens Elementary

Salary: Commensurate to the 2021-2022 salary schedule

Employment Days: 187

Posted: July 21, 2021 (**AMENDED July 27, 2021**)

Deadline: Until Filled

Human Resources Contact: Audry Ortegon Galvan Phone: 915-765-2600

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

HR USE
PCN# 1418



FABENS INDEPENDENT SCHOOL DISTRICT

JOB TITLE: Instructional Facilitator

EXEMPTION STATUS: Exempt

DEPARTMENT: Assigned Campus

PAY GRADE: Teacher Scale

REPORTS TO: Principal

TERMS OF EMPLOYMENT: 197 Days

PRIMARY PURPOSE: To plan and implement assigned curriculum and instruction programs that includes curriculum, staff development, and instructional support.

QUALIFICATIONS:

Education/Certification:

- Bachelor's Degree from an accredited college or university
- Master's Degree from an accredited college or university (**preferred**)
- Valid Texas Teaching Certificate required

Special Knowledge/Skills

- Demonstrate knowledge of curriculum and instruction, Title I, and State Compensatory Education Program
- Ability to evaluate instructional program and teaching effectiveness
- Assist campus principal with planning, curriculum, staff development and instructional support
- Demonstrated organizational, communication and interpersonal skills

Experience

- Three years' experience as a classroom teacher

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Management

1. Plans for and organizes the delivery of the District's instructional programs to ensure implementation of adopted curriculum
 2. Adheres to local, state, federal rules, regulations and policies.
 3. Assists teachers to increase student achievement by promoting quality instructional practices that support active learning that is student-centered and equitable, with the teacher facilitating rather than lecturing.
 4. Provide support and guidance to the campus administrators with quality Teacher Observations.
 5. Serve as the district Transition Advisory Committee Representative.
 6. Leads PLCs and committees that support student achievement.
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7. Provides support with curriculum and instructions to fulfill district and state requirements.
8. Provides demonstration teaching the best practices.
9. Involve teachers in evaluating and selecting instructional materials to meet students' needs.
10. Plans, implements, and evaluates instructional programs with teachers and principals. Assist with ensuring that the programs are consistent with site-based decision making concepts, as well as district, state and federal guidelines.
11. Assesses, develops and implements the use of instructional technology.

School/Organizational Climate

12. Provides communication channel with principals, teachers, staff members, parents and community members.
13. Provides assistance with monitoring school improvement to campus assigned.
14. Ensures that district goals and objectives are developed using a collaborative process and problem-solving technique when appropriate.
15. Performs other duties as assigned by administrator.

School/Community Relations

28. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit their support in realizing the mission.
29. Demonstrate awareness of district-community needs and initiate activities to meet those identified needs.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors:

Ability to communicate effectively (verbal and written); interpret policy, procedures and data; coordinate district functions; maintain emotional control under stress. Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours.

EVALUATION:

Performance of the job will be evaluated in accordance with provisions of board policy on evaluation of certified professional personnel.

These statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

Employee Signature _____

Date: _____

Human Resources Signature _____

Date: _____