

JOB TITLE**Curriculum Facilitator****REPORTS TO:** Assistant Superintendent for Curriculum and Assessment**DEPARTMENT:** Instruction**JOB DESCRIPTOR:** K30**SCHEDULE:** O D**NON-EXEMPT** X**NATURE AND SCOPE OF JOB:**

To provide leadership and expertise in the development, implementation, and assessment of high quality, research-based curriculum and assessment program; supply support, guidance and assistance to the district instructional staff as needed.

JOB FUNCTIONS:**ESSENTIAL FUNCTIONS:**

1. Facilitates the development of a comprehensive curriculum for the respective area which is designed to meet the student outcomes as established by the District.
2. Coordinates with the development, selection, and implementation of instructional resource materials.
3. Assists with planning and presenting staff in-service activities.
4. Organizes and manages the District Student Performance Assessments.
5. Prepares reports, manuals, guides, assessments, and other written documents.
6. Organizes and leads a curriculum committee which provides balanced representation and information on curriculum and assessment issues.
7. Supervises district-wide programs and activities related to the respective curriculum area.
8. Assists the building principals in planning and presenting in-service to staff.
9. Promotes positive public relations with the community and within the school district by using positive verbal and non-verbal communication and interaction skills at all times.
10. Plans, prepares, and conducts in-service activities for certified and non-certified teaching staff.
11. Provides support to new district staff members through mentoring and providing resource materials.
12. Assists staff involved in assessment and evaluation activities in order to promote consistency in

assessment and interpretation of results.

13. Provides interpretation of district assessment results to appropriate audiences.
14. Analyzes and assesses data to determine the effectiveness of instructional objectives.
15. Coordinates programs with other curriculum facilitators in order to provide a comprehensive educational program.
16. Coordinates the alignment of course content and Wyoming Content and Performance Standards.
17. Attends and participates in meetings as assigned in order to provide input in the decision-making processes and maintain communication.

OTHER FUNCTIONS:

1. Performs other duties as assigned by the Associate Superintendent for Instruction or the Assistant Superintendent for Curriculum and Assessment.
2. Serves on various district, state, and national committees which support the development of a quality educational program.
3. Prepares district educational plans as necessary for specific programs.
4. Visits schools and interacts with students, teachers, and administrators to promote positive relations.
5. Develops appropriate procedures and documents which are necessary to carry our job responsibilities.

--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS AND MENTAL ABILITY

- Possess a broad general knowledge of all subject areas with specific knowledge needed in the specific assigned area.
- Possess group dynamics and interpersonal skills.
- Possess knowledge of physiological, psychological, emotional, and educational behavioral development of children.
- Possess technological and computer skills.
- Possess problem solving, imagination, patience, reasoning, creativity, judgement, and analytical abilities.
- Possess knowledge of needs and expectations of adult learners.
- Possess classroom developmentally appropriate skills.
- Ability to communicate clearly both written and orally.
- Ability to enunciate clearly and communicate positively throughout the work day.
- Ability to calculate accurately.
- Possess visual acuity, aided or non-aided, to read and interpret accurately written reports of a technical nature.
- Ability to work with various personality types.

- Possess sound emotional judgement.
- Ability to follow and successfully complete both written and oral directions.

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING

- Proper certification issued by the State of Wyoming.
- Master's Degree preferred.
- Evidence of continued professional growth.
- Demonstrated ability in assigned content areas.
- Successful teaching experience.
- Valid driver's license.
- Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable.

EQUIPMENT USED:

Automobile
Calculator
Overhead
Computer

Copier
VCR
Telephone

PHYSICAL DEMANDS:

- Ability to stand, walk, and sit for long periods without fatigue or discomfort.
- Ability to lift up to 50 pounds and carry it for a distance of 100 feet.
- Ability to carry up to 15 pounds for a distance of 1,000 feet.
- Possess visual acuity and stamina to work at a computer monitor for at least part of each work day.
- Possess sufficient strength and endurance to project voice to a large audience for some period of time throughout the work year.
- Be physically able to attend meetings and remain attentive for 90 minutes without a break.
- Ability to drive a car.

ENVIRONMENTAL DEMANDS:

- Ability to work indoors most of the time with some exposure to typical Wyoming weather extremes.
- Ability to work in areas with fluorescent lighting.
- Ability to work in an air conditioned environment.

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