



Job Title: **Curriculum Facilitator**

Job Family: Certified

Pay Program: Certified

Job Code:

Typical Work Year: Teacher Contract plus an additional 10 days with a \$5,000 stipend

**SUMMARY:** The Curriculum Facilitator is focused on strengthening the development and implementation of curriculum and quality instructional and assessment practices with the purpose of positively impacting student achievement. They exhibit expertise in the assigned subject area and continue to stay current with standards and trends in their respective fields. Curriculum Facilitators are highly motivated and demonstrate perseverance as they provide leadership in the planning, coordination and implementation of a content area. All Curriculum Facilitators work collaboratively as a team with members of the School Improvement Team, Building Principals, and Instructional Coaches. **This is NOT a supervisory position and DOES NOT include evaluation of colleagues.**

**ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of time
1. Support the Educational Model of the Dallas Center-Grimes Schools	Daily	Ongoing
2. Lead implementation of the curriculum cycle for content area, including standards work, resource and implementation support	Daily	75%
3. Identify key issues and trends in specific content areas	Daily	Ongoing
4. Gather data on the fidelity of implementation of curriculum materials and resources	Monthly	25%
5. Support the use of digital tools that accompany the resources and materials to enrich instruction: ie. online texts, assessments, and supplemental supports	Daily	50%
6. Responsible for ordering and maintaining curricular resources and materials from a district and building level	Yearly	15%
7. Collaborate with vendors on curriculum materials and resources as directed	Yearly	10%
8. Collaboratively plan and facilitate professional learning necessary for curriculum materials	Monthly	20%
9. Provide demonstration lessons for effective classroom instruction and access to content	Monthly	15%
10. Stay informed of exemplary instructional strategies and current research	Daily	Ongoing
11. Visit classrooms and PLCs to assist with implementation of district curricular materials and resources as directed	Monthly	10%
12. Participate in department meetings for content areas as	Quarterly	10%

appropriate		
13. Utilize adult learning theory and student development	Daily	Ongoing
14. Support new teachers to the district and profession through planning and implementation of curricular resources in the classroom	Monthly	20%
15. Engage in Professional Development for Curriculum Facilitators	Weekly	10%
16. Engage in 10 days of leadership activities beyond teacher contract		
17. Perform other duties as assigned		

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Five years of successful teaching experience, with a record of successfully impacting student achievement
  - Two years of teaching experience at DCG

**LICENSES, REGISTRATIONS OR CERTIFICATIONS:**

- Current Iowa Teaching license

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

In addition to abilities needed to meet the essential duties and performance responsibilities for the position assigned:

- Proven ability to work cooperatively and effectively with colleagues
- Demonstrated leadership qualities and strong interpersonal skills
- Proven ability in knowledge of content standards
- Strong pedagogical knowledge and technology skills
- Models continual professional improvement with evidence of growth
- Ability to develop and facilitate adult learning opportunities
- Knowledge of federal, state, and district assessments (screeners, diagnostic, formative and summative)
- Basic computer and software skills to support instruction
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, Superintendent's policies, building, and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Use of Instructional Technology

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	Position Title	Job Code
Reports to:	The Director of Teaching and Learning	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>Physical Activities:</b>	<b>Amount of time</b>
-----------------------------	-----------------------

	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell		X		

<b>Weight &amp; Force Demands:</b>	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

<b>Mental Activities:</b>	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy	X			
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate				X

<b>Work Environment:</b>	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>Vision Demands:</b>	<b>Required</b>
No special vision requirements	X
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>Noise Level:</b>	<b>Exposure Level:</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	