

**LARAMIE COUNTY SCHOOL DISTRICT #2**  
**Instructional Facilitator Job Description**  
**Fall 2010**

**Purpose:**

School based instructional facilitators will meet the directives of this state sponsored program by supporting classroom teachers as they work to fully implement the district and school curriculum standards and benchmarks including the expectation of providing instructional coaching for the overall improvement of instructional practices and promoting student learning.

**Qualifications:**

- 1.) Must have at least five (5) years of classroom teaching experience and hold either a master's degree or certification by the national board for professional teaching standards.
- 2.) Highly-Qualified with appropriate subject PTSB certification for the State of Wyoming.
- 3.) Understanding of the Wyoming Content and Performance Standards.
- 4.) Knowledge of assessment systems and how to utilize assessment results to guide instruction.
- 5.) Willingness to work with and take directions, including curriculum coordinators and administrative supervisor(s).
- 6.) Strong communication skills, specifically with adults.
- 7.) Experience using computers as a tool in the classroom and for data management.
- 8.) Recognized for instructional leadership skills
- 9.) Dedicated to improving teacher instructional skills

**Performance Responsibilities**

- 1.) Maintain current Wyoming Certification.
- 2.) Be familiar with and abide by school district policies.
- 3.) Exercise mature and professional judgment in teaching and working with staff members and students.
- 4.) Demonstrate high standards of professional ethics.
- 5.) Maintain confidentiality of information concerning colleagues, students, and parents.
- 6.) Provide assistance as needed to teachers and additional coaching to new teachers.
- 7.) Actively participate in professional activities as part of the Instructional Facilitator assignment.
- 8.) Assume responsibility to become an expert in standards-based instruction and implementation in collaboration with administrators.
- 9.) Provide demonstration lessons in teaching techniques for classroom teachers and others as required.
- 10.) Assume responsibility to become highly proficient in instructing, modeling, and coaching teachers.
- 12.) Work with the building administrator to review and develop staff development

activities for the overall improvement of the staff of the buildings they work with.  
13.) Perform other duties as assigned by supervisor(s).

### **Cooperative Relationships:**

Administrators, Coordinators, staff members, and other Instructional Facilitators

### **Evaluation:**

- Instructional facilitator evaluations will be conducted annually by the building administrator with input from other administrative supervisors.
- Building level instructional facilitator efforts to support teachers in reaching each school's improvement plan goals will be reviewed.
- Building level instructional facilitator efforts to work with adults in learning models will be reviewed.
- Student measures will include district benchmark assessments; MAP formative assessments and PAWS state assessments.

### **Documentation:**

- ❖ Building instructional facilitator's logs (time and effort log documenting date, time, topic for facilitating staff members/groups of staff members) are kept weekly and submitted bi-monthly to the building administrator by each instructional facilitator. The logs will be used for supporting the activities of the program.
- ❖ All planning meetings held between instructional facilitators and the building administrator will be documented (time, date, topic) and each building administrator will maintain these records.
- ❖ Annual surveys of each staff member are given to identify the accomplishments and to suggest improvements to the instructional facilitator program. These surveys are conducted and summarized by the building administrator and provided to the superintendent.
- ❖ As part of the School Improvement process, the instructional facilitators will evaluate all district staff development(s) for effectiveness and the results are compiled annually with assistance from the coordinator of professional development.
- ❖ Student results on district benchmark assessments, MAP formative assessments and PAWS assessments 3-8 and 11 will be reviewed for positive impacts of related district staff development and instructional facilitator supports.

### **Terms of Employment:**

Designated by contract as Instructional Facilitator and accepted by the Board of Trustees, Laramie County School District #2.