

District Curriculum Facilitator Job Description

Duties: The Curriculum Facilitator works closely with the Assistant Superintendent, Principals, and Directors to support instructional leadership, along with working with teachers to support and assist the delivery of curriculum, instruction and assessments through staff development, data analysis, model teaching, resource attainment, and curriculum/ assessment writing and development. The Facilitator is energized by the broad scope and multi-faceted demands of instructional support and leadership. This position allows for the oversight and support to ensure continued and uniform growth in the areas of curriculum, instruction, and assessment across the district.

Goals:

- The District Curriculum Facilitator will be able to lead the development and revision of curriculum through a variety of avenues, such as summer work, grade-level meetings, building-level meetings, content-area meetings, individual work, etc.
- The District Curriculum Facilitator will be able to lead the alignment of activities and assessments through a variety of avenues such as those listed above
- The District Curriculum Facilitator will be able to organize and prepare for all MAP assessments, overseeing and working with the Data Specialist, Director of Technology, and School Test Coordinators
- The District Curriculum Facilitator will gather and analyze data (state and local) to assist principals and assistant superintendent, as well as helping teachers align activities to meet the needs demonstrated by the data
- The District Curriculum Facilitator will be able to demonstrate and share with principals and teachers a deep understanding of effective instructional practices and provide a resource of those practices as needed
- The District Curriculum Facilitator will be able to stay abreast of current trends and network with other curriculum experts throughout the region and state to share this knowledge with district administrators and teachers as appropriate

A District Curriculum Facilitator will be able to:

- Demonstrate subject matter competence and continue to grow in specific curricular expertise
- Lead by establishing and maintaining teacher trust and confidence
- Communicate in a timely and effective manner to multiple audiences
- Be seen and known as a peer by teachers, but recognized and accepted as having acquired perspective and understanding beyond an individual classroom
- Work collaboratively with principals, teachers and parents even when goals may not appear to be clear and possibly in opposition
- Support the work of new and experienced teachers by building on strengths to minimize weaknesses
- Articulate a clear and focused approach to curriculum, instruction and assessment in the specific content area to support principals, teachers and students in a manner that minimizes wasted time and misdirected energy
- Advocate effectively to bring necessary district resources to support, enrich and refine a specific curriculum area
- Respect and maximize teacher time and input in the curriculum writing process by providing clear, concise goals and objectives, engaging activities and assessments that monitor and support student progress
- Listen and recognize differing points of view, but able to find common understanding, shared goals and reach a viable consensus
- Align personal and professional goals directly to the district's goals for its students

Responsibilities of a District Curriculum Facilitator include:

- Leading Developing/Revising curriculum
- Leading Summer Curriculum Development/Revision Workshops
- Leading Development/Revision aligned activities and assessments
- Leading the training of teachers in use of electronic curriculum, and work closely with the Director of Technology and the Assistant Superintendent regarding the electronic storage of the curriculum
- Making MAP preparations
- Gathering data
- Analyzing data

- Assist with selection of instructional materials
- Having current knowledge of content issues/trends
- Knowing differentiated instructional strategies for various grade levels
- Maintaining a network with other curriculum experts throughout the region and state
- Looking for connections among and between content areas
- Other duties as necessary

Minimum Qualifications Require Evidence of:

- Five year of relevant teaching experience
- Leadership roles with adults
- Extended learning beyond teacher certification
- Growth mindset
- Competencies using differentiated and other effective instructional strategies
- Curriculum writing
- Assessment construction
- Data driven decision-making
- Closing the achievement gap among subgroups of students

Updated: March 6, 2017