



## Secondary Campus Instructional Facilitator

### **JOB DESCRIPTION**

The Secondary Campus Instructional Facilitator assists campus teachers and administrators in improving instructional practices to increase student achievement.

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Master's degree preferred
- Appropriate teaching certification
- Principal, Mid-management or Supervisor's certification preferred
- Minimum three (3) years successful teaching experience
- NJWPT trained (or willing to be trained this year)

### **KNOWLEDGE, SKILLS, EXPERIENCE, AND ABILITIES**

- Experience with staff development
- Three or more years of successful teaching experience
- Assists campus teachers and administrators in improving instructional practices to increase student achievement
- Knowledge about best practices in ELA, integrated language arts, reading strategies, and current reading issues
- Excellent communication and interpersonal skills

### **DUTIES AND RESPONSIBILITIES**

1. Assists teachers to develop and evaluate personal goals for effective instruction
2. Teaches classroom demonstration lessons to model effective instruction
3. Observes classroom instruction to provide teachers with constructive feedback to enhance professional growth
4. Assists teachers with evaluation, purchase, and use of instructional materials to enhance instruction
5. Assists teachers with development of instructional strategies and curriculum designed to improve instruction and increase student achievement
6. Consults regularly with grade levels to assess instructional program and to evaluate student achievement
7. Provides and coordinates campus-based professional development activities
8. Works closely with curriculum department staff to ensure coordination of district and campus curriculum and instructional initiatives
9. Communicates effectively with staff, students, parents, and the community by projecting a positive image that enhances the school's mission
10. Coordinates family involvement activities with campus staff
11. Participates in professional growth activities and professional organizations
12. Performs other duties as assigned

### **MENTAL DEMANDS**

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

### **PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

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**SALARY: Teacher Pay Scale**

**WORK DAYS: 187**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

*Revised  
12/2/07*