DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title: Math Facilitator

Reports to: Executive Director of Academic Services

Dept. /School: Curriculum and Instruction

Wage/Hour Status: Exempt

Pay Grade: AP-1

Date Revised: July 9, 2020

Funding Source: Title II 100%
Single Cost Objective

Primary Purpose: To provide content specific support in the development and implementation of Tier 1 Instruction and assist in the alignment of curriculum, assessment, intervention, and professional development.

Qualifications:

Education/Certification:

- Bachelor's degree from accredited college or university
- Master's degree preferred
- Valid Texas teaching certificate ESL endorsement required within one year
- Teacher leadership experience

Special Knowledge/Skills:

- Ability to provide outstanding instruction in math
- Knowledge of curriculum , instruction, implementation, design, and standards alignment
- Knowledge of strategies for educating students
- Ability to develop and deliver training to adult learners
- Strong organizational, communication, and interpersonal skills
- Ability to analyze data and communicate findings
- Ability to act as an instructional liaison between district administration and campus needs in organizing, providing, delivering staff development, and teacher training to adults learners
- Successful leadership in facilitating groups, delivering staff development, and coaching staff

Experience:

- Teacher leadership experience
- Minimum of five (5) years of successful teaching in core subject area

General Employee Requirements

- Assist teachers in identifying and applying various research-based instructional strategies in the classroom
- Ensure district resources are managed effectively to maximize resources for student learning
- Actively participate in ongoing development to improve work quality and district contribution
- Model integrity, work ethic, and professionalism as a suitable example for DISD students
- Keep informed of and comply with Federal, State, District, and School regulations and policies

Job Specific Requirements:

- Research, communicate and provide core curriculum content support aligned with DISD in resulting in increased student achievement.
- Serve as liaison between District level and campus administrators.
- Monitor and assist teachers with effective content specific support and strategies, including designing exemplar lessons, modeling of curriculum concepts, and providing feedback to teachers.
- Provide content specific district-wide staff development sessions for meeting the needs of students in all instructional settings.
- Provide content specific demonstration lessons and meet with teachers to discuss practices and compare planned instruction with actual performed instruction.
- Plan with and assist grade level/subject instructional support staff and teachers at the campus level to review assessment data in specific subject areas and plan interventions to improve instruction.
- Assist in planning, implementing and evaluating instructional programs and objectives with ESL teachers, principals and district coordinators, including scope and sequence, instructional focus activities and teaching strategies as they correlate with TEKS, ELPS, TELPAS and STAAR
- Assists in securing input and data to evaluate curriculum and instructional program effectiveness
- Collaborates with campus principals and instructional support staff in the vertical and horizontal alignment of the district's curriculum
- Work with campus staff to address implementation of RTI and other special programs designed to meet individual student needs
- Plans with and assists grade level/subject area teachers at the campus level to clarify the curriculum sequence and develop lessons incorporating features of sheltered instruction in addition to other research based methods
- Work collaboratively with district directors, coordinators, campus & district administrators, and lead teachers to increase vertical and horizontal communication and teaming
- Ensure compliance with all federal, state and local laws and regulations (including Board policies) related to curricular content area and instructional programs
- Assist in the development of innovative supplemental programs or initiatives that improve the performance of all Learners
- Maintain professional relationship with colleagues, students, parents, and community members
- Perform other tasks and assumes such responsibilities as related to the position and assigned

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent district-wide travel; occasional prolonged and irregular hours; moderate standing, stooping, bending, and lifting

Mental Demands: Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide functions.

This position is paid for using Federal Funds

The purpose of Title II, Part A is to increase academic achievement of all students through staff development and recruitment. The signature below confirms the information contained in the job description to be accurate and the duties to be the responsibility of the employee. The employee has full knowledge of and can support the listed activities, if requested.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Print Name _____

Employee Signature _____ Date _____