

Job Description

Title: High Ability Learner (HAL) Program Facilitator

Reports to: Director of Elementary and Early Childhood Education

General Summary:

The High Ability Learner (HAL) Program Facilitator is responsible for assisting with the implementation of the District High Ability Learner (HAL) programs and procedures at the district and building level, including observance of procedures to assure compliance with state regulations.

Essential Functions:

1. Acts as a liaison between the District and building staff.
2. Acts as a resource to building administrators, staff, and parents in high ability learner matters.
3. Facilitates the District HAL Advisory.
4. Supports staff in designing appropriate programs for students; including data collection, program review, identification procedures, program modifications, communicating with parents, fundraising, etc.
5. Supports buildings with facilitation of middle school seminars.
6. Assists in the selection of and coordinates building requests for instructional materials and equipment.
7. Assists and trains teachers and/or buildings to become familiar with district processes and procedures including identification processes, budgeting, programming, etc.
8. Plans and presents district and building staff development.
9. Manages state grant application and reporting as well as all state requirements.
10. Participates in department efforts to develop and implement articulated curriculum and/or materials that align with the general education curriculum for high ability learners.
11. Assists with other management tasks as requested or assigned.
12. Participates in, and assumes responsibility for, own professional growth and development/refinement of leadership skills.
13. Supports building and District PLC groups.
14. Performs other duties as assigned by the Director.

Contract: Teacher Contract plus 20 additional days

Qualifications:

1. **Education Level:** Minimum: Bachelor's Degree
Preferred: Master's Degree
2. **Certification or Licensure:** Valid Nebraska Department of Education certificate; Certification in High Ability Education/Gifted K-12 Certification or willingness to get the certification in three years
3. **Experience desired:** Minimum: Three years teaching experience
Preferred: Five years teaching experience
4. **Other requirements:** Evidence of leadership experience and professional development

Special Requirements:

		Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1.	Standing		X	
2.	Walking		X	
3.	Sitting		X	
4.	Lifting <u>10</u> lb max.	X		
5.	Carrying <u>30</u> feet	X		
6.	Pushing / Pulling	X		
7.	Climbing / Balancing	X		
8.	Stooping / Kneeling / Crouching / Crawling	X		
9.	Reaching / Handling	X		
10.	Speaking / Hearing			X
11.	Seeing / depth perception / color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____