

## Job Description

**Title:** Leadership & Learning Facilitator

**Reports to:** Assistant Superintendent of Leadership, Planning & Evaluation or Director of Professional Learning

**General Summary:** Supports the educational programs and services of the District by working with new teachers, serving as staff developer, facilitating Strategic and Site Planning, serving in unique District-appointed role(s), and/or by performing university-related work. The Facilitator demonstrates the ability to work with a variety of people in multiple settings by working effectively with adult learners, applying appropriate facilitation techniques, modeling innovative digital learning strategies, conflict resolution skills and consensus building strategies in collaboration with other departments to implement initiatives aligned with District areas of focus. An additional 20 contract days are flexed to include days in June & July.

**Essential Functions:** Specific responsibilities are divided among the following categories and among four to five facilitators:

1. Facilitates District Staff Development
  - a. Plans, organizes, coordinates and facilitates staff development offerings for salaried and hourly staff
  - b. Assesses staff development needs to support the implementation of the District Strategic Plan
  - c. Plans and co-facilitates Building Staff Development Facilitator Meetings
  - d. Supports staff with the usage of the staff development on-line registration system. (e.g. ensures staff is registered for required staff development trainings, assists with training)
  - e. Coordinates and supports on-line staff development
  - f. Offers support to building principals and other district departments in planning of staff development
  - g. Supervises the maintenance of the MPS Professional Library
2. Facilitates District Strategic Planning and Building Site Planning
  - a. Develops and facilitates the Phase I Site Planning process, including Data Retreats, creation of the Site Planning Data Book, Site Plan Rewrites, training and supervision of Action Team Leaders, and facilitation of Second Sessions
  - b. Facilitates regular Site Plan Updates to address critical issues and major Staff Development initiatives
  - c. Serves as an Internal Facilitator for the district Strategic Planning Rewrites and/or Updates
  - d. Serves as a District Action Team Leader
  - e. Assists in the marketing and promotion of the district Strategic Plan
  - f. Supports the implementation of the District Strategic Plan by ensuring the alignment between curriculum and instruction by providing staff development
3. Facilitates MPS New Staff Induction Program
  - a. Leads or assists in facilitation of the 3-year New Staff Induction Program to support recruitment, retention, and District initiatives.
  - a. Implements MPS Mentor Program.
  - b. Develops and delivers MPS Peer Coaching as part of the New Staff Induction Program.
  - c. Develops and delivers MPS Extended Professional Experiences as part of the New Staff Induction Program.
4. Facilitates MPS Instructional Coaching Project
  - a. Implements, evaluates and maintains the MPS Instructional Coaching Project process with fidelity.
  - b. Designs and facilitates Building Instructional Coach training.
  - c. Establishes and maintains required Instructional Coach records.
  - d. Maintains confidentiality and professionalism in the classroom teacher/instructional coach relationship when working with administrators and others in the profession.
  - e. Participates fully in Instructional Coach meetings and professional development.

- f. Assists with the delivery of the MPS Co-teaching Student Teaching Model
  - g. Delivers Intensive Assistance Plans
5. Supports the Superintendent's Office with Partners for Education.
  6. UNO CADRE duties as assigned
  7. Other duties as assignment by his/her supervisor

**Qualifications:**

1. Education Level: Master's Degree
2. Certification or Licensure: Valid Nebraska Teaching Certificate with appropriate endorsements
3. Experience desired: 5 years successful teaching experience

**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>25</u> lb. max.	x		
5. Carrying <u>100</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 (or superintendent).

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_