

## Job Description

**Title:** *Curriculum and Instruction MEP (Millard Education Program) Facilitator*

**Reports to:** Director of Elementary and Early Childhood Education  
Director of Secondary Education

### General Summary:

Curriculum and Instruction MEP Facilitators support implementation of the District Strategic Plan by ensuring that the elements of the curriculum development process are utilized to formulate, implement and upgrade quality curriculum Frameworks using student assessment data to make sound instructional and educational decisions. Curriculum and Instruction MEP Facilitators demonstrate strong instructional leadership and facilitation qualities while collaborating with a variety of people in multiple settings, work effectively with adult learners, and utilize conflict resolution and problem-solving skills and strategies. Curriculum and Instruction MEP Facilitators work with a variety of teams; therefore, the ability to work with multiple grade levels, multiple disciplines, and building/district administrators is critical.

### Essential Functions:

1. Facilitates Millard Education Program (MEP) Cycle Procedures (30%)
  - Establishes curriculum and instruction groups
  - Guides groups to completion of tasks in a timely manner (Frameworks, Course Guides, Course Assessments, Safety Manuals, Training/Implementation Documents)
  - Models and incorporates strategies to support learning and behavior
  - Supports application of the Response to Instruction and Intervention model for Mathematics, Literacy, and behavior
  - Consults with administrators, department heads, initiators, and other stakeholders throughout the MEP Cycle phases
  - Develops task timelines and project evaluation
2. Communicates Millard Education Program (MEP) Cycle Procedures planning and results (15%)
  - Remains current in assigned subject disciplines and those closely associated for integration purposes
  - Researches and advocates for curriculum advancement and improved instructional practices
  - Participates in processes to improve district endeavors
  - Acts as liaison to Associate Superintendent and Directors of Elementary and Early Childhood Education and Secondary Education
  - Confers and collaborates with administrators, department heads, initiators, teachers, and other stakeholders
  - Confers with parents, business leaders, and the community
  - Collaborates with PK-12 MEPs and other District Level Leaders to integrate instructional technology into curricular areas
3. Develops budgets for MEP phases (5%)
  - Projects staff development needs, curriculum writing, adoption, assessment, and other needed curricular modifications
  - Monitors allocated funds to ensure programs and resources are purchased and utilized as expected
4. Manages and supervises implementation (30%)
  - Serves as a facilitator and leader of staff development related to curriculum and instruction
  - Facilitates materials acquisition
  - Ensures appropriate usage of Frameworks, course guides, and materials/resources
  - Assists building administration and teachers with specific solutions to implementation questions
  - Demonstrates knowledge of differentiated instruction and digital learning for a variety of learners by teaching, modeling, and collaborating with staff
  - Serves as an instructional resource for curriculum, instruction, assessment, digital learning, and student engagement, for teachers and administrators throughout the District

5. Analyzes assessment data and facilitates instructional improvement to support student achievement (15%)
  - Consults and collaborates with staff
  - Collaborates with other District Level Leaders to assist teachers and administrators in meeting students' academic and behavior needs
  - Recommends modifications for curriculum and materials
6. Participates in meetings as requested, reacts to change productively, and performs other duties as assigned (5%)

**Length of Contract:** Teacher Contract plus 20 additional days

**Salary:** Teacher Salary Schedule

**Qualifications:**

1. Education Level: Master's Degree or equivalent
2. Certification or Licensure: Valid Nebraska teaching certificate
3. Experience desired: Successful PK-12 teaching experience
4. Other requirements: Knowledgeable about curriculum design and instructional strategies  
Demonstrates ability to work with a variety of people in a variety of settings

**Special Requirements:**

	Occasional 1-32%	Frequent 33-66%	Constant 67% +
1. Standing	x		
2. Walking		x	
3. Sitting		x	
4. Lifting: 25 lb maximum	x		
5. Carrying: 100 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: