

Facilitator of Advanced Literacy

QUALIFICATIONS:

Certification:

- NCLB (No Child Left Behind) Highly Qualified Criteria
- Illinois Standard Elementary K-9 Teaching Certificate
- Reading Specialist Qualifications
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Direct Supervisor: Superintendent or Designee

VISION:

The Facilitator of Advanced Literacy engages in the design, implementation and coordination of effective programs and services to support the intellectual, personal and social development of all students. The Facilitator serves on committees to study, monitor and improve programs and processes. As a result, the district makes continuous improvement toward achievement of state and district expectations.

JOB GOALS:

1. All students meet or exceed state expectations for learning as assessed by Illinois Standards Achievement Test.
2. All students meet or exceed district expectations as assessed by local measures.
3. Facilitate the definition and operationalization of literacy in all classrooms.
4. Facilitate Title I programming in all buildings.
5. Promote reflective practice among all professional staff.
6. Support data usage and continuous improvement processes in the district and schools.

RESPONSIBILITIES:

Planning and Preparation

- Demonstrate knowledge of current trends in specialty area and professional development
- Demonstrate knowledge of the district and schools' programs, and levels of teacher need in delivering that program
- Establish goals for the instructional support program appropriate to the setting and the learners served
- Demonstrate knowledge of resources, both within and beyond the school and district
- Plan the instructional support program, integrated with the overall school program
- Develop a plan to evaluate the instructional support program.

Environment

- Create an environment of trust and respect
- Establish a culture for ongoing instructional improvement
- Establish clear procedures for staff to gain access to instructional support
- Establish and maintain norms of behavior for professional interactions
- Organize physical space for workshops or training, including use of training equipment, arrangement of furniture for visual access, traffic flow, and match between the physical arrangement and workshop activity

Delivery of Service

- Collaborate with leadership teams in the design of implementation of best instructional practices
- Engage learners in learning new instructional skills
- Share expertise e.g., through teaching model lessons, presenting workshops, facilitating study groups
- Locate resources to support instructional improvement
- Demonstrate flexibility and responsiveness

Professional Responsibilities

- Reflect on practice
- Prepare and submit reports

- Coordinate work with other Instructional specialists
- Participate in a professional community
- Engage in professional development
- Show professionalism, including integrity and confidentiality
- Adheres to district sick leave and personal leave policies and is punctual to job assignments and meetings

TERMS OF EMPLOYMENT:

Work Day:

Atypical work day with changeable schedule as required to achieve goals

Work Year:

180 Days plus summer per diem to be assigned by supervisor as needed

Bargaining Unit:

Bargaining Unit

Salary and Benefits:

Per Contract

EVALUATION:

Per Contract