

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

FACILITATOR ELEMENTARY/SECONDARY, 21st Century Community Learning Centers

QUALIFICATIONS

- Bachelor's degree required. Master's degree preferred.
- Minimum of five (5) years successful K-12 teaching experience required, including work with at-risk students.
- Florida Educator's Certificate required, certification in Educational Leadership preferred.
- Experience working in high poverty, multi-cultural community.
- Instructional technology knowledge and teaching experience preferred.
- Must be able to work flexible hours (includes evenings and some weekends).

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of community resources, current trends and best practices in afterschool/summer programming and applicable laws, rules, policies, and procedures.
- Skill in human interaction organization and time management.
- Knowledge of District school improvement initiatives, including content standards, disciplinary literacy, effective instruction, and assessment practices.
- Strong knowledge base of working with adult learners.
- Extensive knowledge of best teaching practices to improve student achievement in core content areas.
- Knowledge of Federal, State and District policies, and mandates.
- Ability to establish and maintain effective working relationships with teachers, administrators, District staff, and community.
- Strong interpersonal, oral communication, problem solving and organizational skills required to effectively facilitate coaching and professional development.
- Ability to collect and analyze data from a variety of sources, evaluate, and make recommendations.
- Ability to support teams in utilizing data to inform instruction.

SUPERVISION

REPORTS TO Title I/Special Projects Coordinator, Instructional Support
SUPERVISES Assigned Personnel

POSITION GOAL

To generate improved student achievement in core content areas by providing highly effective and engaging academic and personal enrichment activities; conduct on-going professional development for teachers and support staff; model best teaching and coaching practices; assist teachers in analyzing student performance data for differentiated instruction and support school day academic progression.

PERFORMANCE RESPONSIBILITIES

1. *Facilitate a 21st Century Community Learning Center (21st CCLC) that will provide extended learning time for students based on the vision and mission of Seminole County Public Schools.
2. *Provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet State and local student academic achievement standards in core academic subjects, such as reading and mathematics.
3. *Support and monitor teachers in the development of lesson plans for academic assistance, tutorial/remedial education, and academic enrichment programs.
4. *Use District's progress monitoring system to target afterschool and summer instructional activities and lesson plans to meet the needs of program participants.
5. *Develop programming to ensure one hour of academic programming and structured, personal enrichment opportunities are available daily to all participants.

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6. *Meet with staff members and volunteers on a regular basis to share information, problem solve, strategize and modify program plans as needed to ensure an effective, orderly, safe, and well managed 21st CCLC.
7. *Plan and implement professional development opportunities that are based on analysis of student performance indicators and are aligned with current research.
8. *Demonstrate and model best practices through large group, small group or one-on-one activities.
9. *Assist teachers in analyzing student data and developing action plans for differentiated instruction.
10. *Participate in District-sponsored activities that include professional development designed to enhance the coaching model and regular coaching meetings.
11. *Maintain a schedule and log of coaching.
12. *Produce Federal, State and District reports, as required.
13. *Evaluate teacher program effectiveness through on-going classroom walkthroughs and review of student artifacts.
14. *Ensure all activities are culturally competent, sensitive to cultural diversities, relevant, and enriching.
15. *Coordinate the participation and services of food service, transportation, custodial services and maintenance, as well as outside agencies to provide for comprehensive service to 21st CCLC participants.
16. *Develop and implement plans and schedules for field trips, special events, family excursions and recreational activities, both on and off site. This includes the securing of facilities, staff, materials, and transportation as needed.
17. *Supervise and work with on-site staff and volunteers to assure quality academic programs are provided to participants.
18. *Serve as a resource to staff members by modeling/demonstrating/coaching effective instructional practices, locating and/or developing suitable materials, demonstrating appropriate 21st CCLC management strategies and providing timely feedback information to the Special Projects Staff and the Advisory Council.
19. *Progress monitor the implementation of the grant to ensure that the program is compliant with all grant and local expectations and modify programming when necessary.
20. *Participate in scheduled professional development, meetings, conferences, and other events related to grant programming as requested.
21. *Document efforts of planning (i.e. personal calendars, meeting minutes, agendas, memos, program schedules, student rosters) and maintain them for future audits.
22. *Maintain appropriate program and audit records as required by grant and supervisor.
23. *Monitor attendance monthly and submit monthly to supervisor for audit files.
24. *Ensure that participant information and program evaluation measurements are accurately documented and completed in a timely fashion.
25. *Monitor site budget and expenditures monthly and complete requested budget reports.
26. *Represent Seminole County Public Schools professionally in all school and public venues.
27. *Effectively communicate purpose and intent of the 21st CCLC program to site staff, volunteers, community members, students, and families.
28. *Ensure that all communications with families and the community area accurate, clear, and informative.
29. *Use information from family and community events and surveys to modify programming when appropriate.
30. *Help develop strategies to maintain participation and recruit new 21st CCLC participants.
31. *Participate in Advisory Board meetings with parents, community members, and students.
32. *Hold high expectations for self and program staff to meet all grant goals and guidelines and District procedures.
33. Perform other duties/tasks consistent with the goals and objectives of this position.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

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PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors & Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	FLSA	BOARD APPROVED
AO-12-G \$52,937 - \$83,341	PeopleSoft Position TBD	<input type="checkbox"/> Applicable	April 7, 2015
District Salary Schedule	Personnel Category 12	<input checked="" type="checkbox"/> Not applicable	Previous Board Approval June 12, 2012
Months 12	EEO-5 Line 43		
Annual Days 258	Function 6300		
Weekly Hours 37.5	Job Code 12 mo 1348		
Annual Hours 1935	Job Code 11 mo 1349		
	Survey Code 63012		
		ADA Information Provided by Jackie Evans	
		Position Description Prepared by Jackie Evans	
AO-02-G \$45,344 - \$71,397			
District Salary Schedule			
Months 11			
Annual Days 221			
Weekly Hours 37.5			
Annual Hours 1657.50			