JOB DESCRIPTION

Instructional Facilitator

Definition of Class
This is a professional position in which the incumbent, as part of a program instituted by Barksdale Reading Institute, is assigned to an elementary school to assist the principal in the areas of personnel, curriculum programs, grading, testing, scheduling and professional development. Position reports to the Principal of the assigned elementary school.

Examples of Work Performed
Assists in supervising and evaluating staff academic performance of personnel in elementary school academic areas.

Assists in selecting curriculum materials for literacy, math, social studies, science, history and other programs used at the school.

Assists the principal in developing the school’s grading and report card policies, as well as promotion/retention policies.

Assists the principal in choosing the summative or diagnostic student assessments to be used.

Assists in the implementation of schedules for nine week or similar tests, MCT2 test preparation schedules, etc.

Assists in developing schedules for daily instruction, daily attendance and after-school & summer programs.

Assists in the development of the school’s policy regarding staff professional development.

Promotes Barksdale Reading Institute goals and priorities.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assists the Principal in areas of operation of the elementary school, including personnel, curriculum programs, grading, testing, scheduling and professional development.

2. Assists the Principal with implementation of practices and policies to strengthen the performance of the school and the district.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.
Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may occasionally be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to talk and hear. The incumbent is occasionally required to stand; walk; and sit.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited college or university in Educational Administration/Leadership or related field.

AND

Experience:
Three (3) years of teaching experience.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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