

The Certified Facilitator is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation, development, of the area of assignment. The Certified Facilitator will work closely with the Departmental Director and ensure that departmental programs are established and effectively carried out efficiently and effectively. The Certified Facilitator shall serve as the program area lead and serve as a key resource person for the implementation of programs assigned to their specific area. The Certified Facilitator reports to the Director of the Department and works collaboratively with other district administrators, facilitators, and coordinators in supporting school and student success.

Chain of Command

This position reports directly to the Director 4-8 Curriculum.

Competencies of the Certified Curriculum Facilitator - English Language Arts/Social Studies

The Certified Curriculum/A Facilitator shall possess deep knowledge of local, state and federal curriculum and assessment requirements as well as current policy related to Arizona Standards in their area of assignment. Additionally, listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across departments and schools.
- **Innovation-** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

Essential Duties of the Certified Curriculum/Assessment Facilitator - English Language Arts/Social Studies

- Ensure all students have access and are offered an English Language Arts/Social Studies program and assessments that prepare them for college and/or career success.
- Serve as a resource and coach to site staff regarding English Language Arts/Social Studies curriculum guides, resources, support materials and assessments.
- Facilitate groups of content area teachers in the on-going alignment, development, implementation, and evaluation of district-wide differentiated English Language Arts/Social Studies curriculum guides and assessments.
- Support the process for selection, adoption, implementation and evaluation of district-wide English Language Arts/Social Studies curricula, resources/materials, assessments and programs to support teaching and learning.
- Support unpacking and implementation of Arizona English Language Arts/Social Studies Standards.
- Work collaboratively with internal and external stakeholders to ensure horizontal and vertical alignment among English Language Arts/Social Studies programs.
- Support educators in access and use of formative data to make thoughtful pedagogical decisions.
- Work collaboratively with internal and external stakeholders to implement a system to share, analyze, and report English Language Arts/Social Studies assessment data at the building and District level for the purpose of curriculum and instructional improvements.
- Participate on the District Curriculum Council as requested.
- Understand Board policies related to the areas of responsibility and cooperatively develop guidelines as needed.
- Serve as a contributing member on assigned committees.
- Serve as a liaison and have active involvement with professionals at the District and site levels.

Minimum Qualifications

M.A.Ed. in specialized area of assignment; or

Equivalent combination of education and experience to successfully perform the essential duties of the job listed above

Valid Arizona Teaching Certification and five years of teaching experience

Certificate with approved area of content

Knowledge and experience in the development and evaluation of curriculum and assessments

Preferred Qualifications

M.A.Ed. in Curriculum and Instruction and/or Education Leadership

Date Revised

2.27.2023