

Instructional Facilitator Job Description

Position Description: The Instructional Facilitator will plan and coordinate school theme related educational activities, including the purchasing and planned use of tools and resources, professional development and projects. The Instructional Facilitator will report directly to the principal and will plan and work with the faculty and staff to move to a cross-curricular level of teaching that changes their practice as educators and keeps with the vision of the school. These changes will result in a more creative learning environment that will provide students a wider range of ways to learn and express themselves.

Essential Job Duties / Responsibilities:

- Work with teachers to implement projects in the classroom for grades 3-6.
- Research and recommend appropriate tools and resources for classroom use.
- Ensure that supplies are ordered and organized for classroom use, and help teachers implement these activities in their classroom.
- Manage resources and assist with instructional duties as needed for faculty and staff programming.
- Plan and implement both in-house and external professional development opportunities for faculty and staff.
- Team-teach with faculty during school day.
- Develop community and business partnerships.
- Manage projects and implement them with external partners and businesses.
- Help create school-wide events or projects.
- Create afterschool monthly or biweekly experiences for students.