

Litchfield School District - SAU 27

Job Summary:

A Professional Learning Facilitator's role is to support the professional learning process for District initiatives and for individuals. A facilitator serves as a consultant to individuals in processing their electronic forms. A Facilitator also plays a role in the form approval routing process.

Position Title:	Building Level Professional Learning Facilitator	Category:	Special Assignment
Job Description Approved By:	Litchfield School Board	Date:	
School:	District-wide	Revised Date:	
Reports To:	Director of Curriculum and Instruction	School Year:	2013-14
Supervises:		Stipend:	\$350 Federal Funds

Position Duties, Responsibilities and Minimum Expectations:

Building-Level Facilitators will share responsibility for the following:

1. Attend monthly Professional Learning Committee meetings (formerly Professional Development Committee) for training, sharing, and planning district-wide professional learning.
2. Manage first-level approval of Activity forms in MyLearningPlan.
3. Manage building-level group activities – input “Other” category of activities to MLP and/or provide certificates of attendance for Content Knowledge category; monitor Final Approval of “Other” group activities; Archive group activities after one year.
4. Support colleagues in filling out forms, developing Growth Plans, and answering questions.

Evaluation:

Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as outlined. Performance will be reviewed and supervision will be provided by the principal on an ongoing basis. The Building Administrator will be responsible for an annual evaluation.

Terms of Employment:

The District shall pay the Employee a total of **\$350.00** in one installment during the 2013-2014 school year. Payment will be issued in May 2014.

Minimum Qualifications, Experience, Knowledge, Skills and Abilities:

- Will be an outstanding, experienced (non-probationary) teachers whose teaching reflects excellent content knowledge of state curriculum frameworks and is a respected member of the school community,
- Will be aware of the merits of different teaching styles and pedagogical strategies/methods,
- Will be able to teach to the diverse learning styles of students,
- Will be knowledgeable about the professional and community resources in the school and district,
- Will be willing and able to invest in time to develop mentoring skills and participate in the program for the duration of the year,

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- Will be able to maintain a confidential relationship,
- Will be energetic and friendly,
- Will have strong interpersonal and communication skills,
- Will demonstrate a commitment to a belief system that is congruent with the district,
- Will demonstrate engagement in collegial activity with other teachers and administrators while maintaining a positive attitude toward community, school, colleagues, and students.

Licensure and Certification Requirements:

- Teaching Certificate

Physical Activity Requirements and Occupational Exposures:

- Occasional bending, kneeling, squatting, reaching, pushing/pulling, and climbing.
- Frequent standing, walking, sitting, and fine motor skills.
- Ability to lift/carry up to 25 lbs. on an occasional basis.
- Repetitive motions of wrist.
- Close and distance vision requirements.

Acknowledgement:

Having read the above statements and fully understanding the responsibilities please indicate your acceptance of these responsibilities by signing below and returning the agreement to the central office within five school days of the issue date.

Signed -

Date

D. Brian Cochrane, Ph.D., Superintendent

Date