



Job Title: Facilitator Instructional Design Social Studies Exempt

Exemption Status:

Reports to: Executive Director Teaching and Learning

Date Revised: April 2025

Dept. /School: Teaching & Learning Development

Pay Grade: 105

Primary Purpose:

Provide teacher modeling, coaching, and staff development for teachers. Support campus leadership teams with instructional planning and implementing professional learning communities and other data practices. Collaborate with executive leadership directors to support campuses and with coordinators to develop a vertically aligned, research-based, and effective curriculum. Organize, facilitate, and conduct ongoing professional development to support the district's comprehensive instructional plan. Create, maintain, and revise the district curriculum.

Qualifications:

Education/Certification:

- Bachelor's degree in a related field
- Master's degree in education or a subject-related field preferred
- Valid Texas teacher certification
- ESL certification preferred

Experience:

- Minimum of three (3) years of successful Social Studies teaching experience
- Curriculum development experience preferred
- Coaching experience preferred
- District or state-level Professional Development experience preferred

Special Knowledge/Skills:

- Knowledge of curriculum, instruction, and assessment
- Knowledge of best practice strategies
- Knowledge of instructional technology
- Ability to interpret data
- Ability to communicate effectively with stakeholders
- Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

1. Collaborate with the executive director of leadership to enhance campus instructional delivery, dedicating approximately 80% of their time to direct campus work.
2. Regularly analyze assessment data and allocate appropriate support personnel and resources based on campus needs.
3. Collaborate with the executive director of leadership and campus administrative teams to ensure effective and consistent implementation of the Academic Acceleration Plan.
4. Observe classroom instruction and provide teachers with feedback and assistance to facilitate improvement.
5. Support the implementation of professional learning communities and assist teachers in developing appropriate strategies for addressing student and teacher needs.
6. Demonstrate and model research-based instructional strategies.



7. Promote the use of instructional technology to engage students and improve learning.
8. Monitor the effectiveness of instructional programs through observations, analysis of campus and district test data, and the use of assessment instruments.
9. Work with administrative staff to develop, coordinate, and deliver professional growth activities for teachers in content and program areas.
10. Compile, maintain, and file all required reports, records, and other documents.
11. Work with the Social Studies Coordinator regularly to develop, maintain, and revise Social Studies curriculum and assessments to align with Social Studies standards and district instructional initiatives.
12. Work with Social Studies curriculum coordinators, campus principals, and the Executive Director of Leadership to ensure effective implementation of Structured Social Studies strategies across the district.
13. Collaborate with staff and other district personnel to formulate, develop, promote, implement, and evaluate the Structured Social Studies initiative.
14. Comply with policies established by federal and state law, State Board of Education rules, and the local board policy.

Additional Responsibilities:

15. Articulate the district's mission, curriculum design, and instructional philosophy to the community and solicit its support in realizing its mission and goals.
16. Use appropriate and effective communication skills to present information accurately and clearly.
17. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
18. Communicate with district staff, parents, students, and community members in a manner that conveys respect, concern, and high expectations.
19. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.
20. Use appropriate and effective techniques to encourage community and parent involvement.
21. Foster rapport between the district and the community through positive involvement in civic activities.
22. Pursue professional development through reading, attending conferences, and being involved with related agencies and organizations.
23. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental demands/physical demands/environmental factors

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Frequent sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress



This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____