



## CERTIFICATED JOB DESCRIPTION CAJON VALLEY UNION SCHOOL DISTRICT

### FACILITATOR - GENERAL PROGRAMS

#### PRIMARY FUNCTION

The primary function of the Facilitator - General Programs is to implement the objectives and goals of programs and/or initiatives to which they are assigned.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Facilitates the planning, implementation, monitoring, and evaluation of assigned program(s).
- Prepares and submits requested/necessary documents and reports.
- Plans and implements programs for students.
- Teaches small group instruction to at-risk students.
- Facilitates the scheduling of certificated and classified personnel according to program needs.
- Assists the principal with monitoring assigned program budget(s).
- Develops and supervises professional development programs for teachers, support staff, volunteers, parents, and other personnel associated with the program.
- Serves as a member of district committees aligned with facilitated programs.
- Keeps abreast of learning theory, standards-based instruction, organizational practices, legal and policy changes, and current literature affecting assigned programs and students.
- Serves as liaison between schools, departments, and appropriate community agencies.
- Assists in the hiring of, and provides performance input on the evaluation of, classified staff associated with the program(s).
- Assists and advises on-site administrators and staff with school plan-writing and state and federal compliance regulations programs, as applicable.
- Maintains open and professional communication with all site and district staff.
- Implements parent involvement activities and plans parent education sessions.
- Assumes other related duties as assigned.

#### SUPERVISION RECEIVED AND EXERCISED

- Incumbents under Facilitator - General Programs are under the immediate direction of the site or department administrator in charge of the assigned program(s).

#### JOB REQUIREMENTS *(minimum requirements)*

- Teaching experience in one or more grade levels.
- Strong background in curriculum and instructional practices.
- Schedule must be flexible to attend evening meetings.
- Work hours are consistent with normal District Office hours up to eight (8) hours per day.
- Work schedule may vary from the instructional calendar.

#### SALARY

In accordance with the Certificated Educators' Salary Schedule