**Professional Development Facilitator**

**REPORTS TO:** Instructional Coordinator

**QUALIFICATIONS:** Kentucky Certification for Classroom Teacher

**GENERAL RESPONSIBILITIES:** To provide leadership in the ongoing development, implementation, and coordination of the district’s instructional program (K-12).

**DUTIES:**

1. Work collaboratively with the Instructional Coordinator to support instructional goals in relation to school and district improvement plans.
2. Provide job-embedded coaching for teachers focused on the effective teaching characteristics outlined in the Kentucky Teacher Standards.
3. Plan and implement programs that support new teachers: mentoring, new teacher cadre, etc. Provide coaching support for new teachers.
4. Provide leadership for the development and implementation of school-wide behavior systems. Actively support efforts to accomplish the goals developed by each school.
5. Support building level administrators in their efforts to enhance the development of their leadership skills. Support programs developed to enable successful ongoing professional performance for building administrators.
6. Support the implementation of Professional Learning Community (PLC) data analysis processes. Provide any coaching needed to accomplish this task.
7. At the direction of instructional leadership, analyze assessment data in order to target/identify instructional areas of strength as well as areas for growth.
8. Analyze assessment data; prepare and present interpretive reports on the analysis of assessment data for staff, community, local board, and media as needed.
9. Performs other instructional duties as designated by the Instructional Coordinator.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION May 20, 2013

REVIEWED, REVISED AND RE-ADOPTED April 19, 2021

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