

NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: February 1, 2010

-
- TITLE:** **Instructional Facilitator** - Elementary or Middle School
- REPORTS TO:** Deputy Superintendent
Principal
- SUPERVISES:** N/A
- TERM:** 11 months
- JOB GOAL:** Support the implementation of best practices which will result in better performance

QUALIFICATIONS AND TRAINING:

- Bachelor's Degree in Education
- Tennessee teaching certificate (current)
- Successful school level experience
- Five years of successful teaching experience or equivalent
- Effective decision-making and verbal/written communication skills
- Displays interpersonal skills
- Alternatives to the above qualifications as the Superintendent might find appropriate and acceptable

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PERFORMANCE RESPONSIBILITIES:

Job Description: Instructional Facilitator

1. Analyze data
2. Provide staff development opportunities for all members of the school staff
3. Provide direct support to classroom teachers in curriculum implementation
4. Provide instructional support to teachers and students by co-teaching, mentoring and modeling in the classroom
5. Take part in opportunities for professional development to learn new knowledge and skills

NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: February 1, 2010

6. Maintain a portfolio of all major activities with sign-in sheets and photographs
7. Educates faculty and staff to communicate and work with parents as equal partners
8. Provide instructional strategies in specific content areas that are research-based

APPLICATION PROCEDURE

Haywood County Schools' Employees must submit to the Office of the Superintendent:

- (1). A Letter of Intent (**non-administrator**)
- (2). A Resume' (one page – only)
- (3). A Vita Sheet (three page minimum)

Non-Haywood County Schools' Candidates must submit to the Office of the Superintendent:

- (1). A Letter of Intent
- (2). A Resume' (one page – only)
- (3). A Vita (three page minimum)
- (4). A Haywood County Schools' Application
(see website www.haywoodschoools.com)