

**TEHAMA COUNTY DEPARTMENT OF EDUCATION**  
**JOB DESCRIPTION**  
**LEAD FACILITATOR**

**DEFINITION:**

Under supervision of the Administrator of S.E.R.R.F., the Lead Facilitator will provide site coordination, communications with school personnel, instructional leadership, supervision, and record keeping functions at a school site participating in an after school tutoring and recreational program.

**ESSENTIAL FUNCTIONS AND JOB DUTIES:**

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

School Site Facilitation:

Facilitates meetings with administration, project management, recreation specialist, project liaisons, volunteers, and teaching staff regarding the after school curriculum, planning, tutoring, and enrichment and recreation activities; facilitates the overall implementation of after school activities at the site; supports after school programs in order to ensure high quality successful programs; serves as a mentor and coach for SERRF after school programs; advises staff and offers recommendations concerning site coordination, communication with school personnel and community (i.e. newspaper, Chamber of Commerce, instructional leadership and supervision); develop and assist in recruitment efforts; directly mentor, coach and evaluate staff; provides monthly curriculum development meetings for SERRF staff in order to enhance and increase student attendance; assists Site Facilitators to develop effective and productive recruitment and attendance strategies in order to increase average daily attendance so that we may earn our total grant award; provides monthly All-Staff meetings with SERRF personnel (agendas, materials, and supplies will be furnished by the SERRF Curriculum Consultant).

Instruction:

Consults with administration, teaching staff, recreation specialist, and project liaisons regarding the content of after school curriculum and tutorial sessions; advises staff and offers recommendations concerning appropriate instructional methods for small group and individual student tutorials; prepares hands-on presentations of successful program practices and strategies appropriate for after school programs; develops and distributes CA State Content Standards-Based lesson plans; assists with staff development trainings; disseminates approved materials and activities; assists with the design of curriculum activities

that support student needs, student interests, and grant requirements; provides direct instruction, tutoring, and recreation activities as needed; drive frequently for department business.

Supervision:

Supervises all project personnel, including students, staff, and volunteers; provides necessary supervision of students through the use of positive strategies and techniques in recreation activities, playground, meal service (food or snack), and arrival and departure of children.

Record Keeping:

Maintains records and files in accordance with the objectives of the grant, including time sheets, attendance logs, student progress reports, and test scores.

QUALIFICATIONS and REQUIREMENTS:

Preferred qualifications include SERRF experience, an A.A./A.S. degree, at least two years of a recognized college or university coursework, enrollment in a teaching credential program, or at least three years experience in education and supervision.

Valid California driver's license and evidence of insurance.

Knowledge of:

current school policies, principles, techniques, strategies, goals, and objectives of public education; methods, techniques, procedures, and strategies concerning the teaching and assessment of students; innovative and creative curriculum and instructional trends, including state and county standards; basic concepts of child growth and development, and developmental behavior characteristics; student behavior management strategies and techniques; basic computer applications and software, including word processing, and basic knowledge of recreation.

Skill and Ability to:

plan, organize, develop, and conduct a comprehensive tutoring and recreation after school program; provide effective learning experiences for pupils from a wide range of socio-economic and cultural backgrounds and with varying mental, social, and emotional levels; effectively assess the educational needs of pupils, and design, develop, and implement tutoring and recreational instruction; learn, interpret and apply administrative and department policies, laws, and rules with good judgment; analyze situations carefully and adopt effective courses of action; establish and maintain effective working relationships with staff, students, parents, and the general public.

#### PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves a combination of sitting, walking, and standing, but may involve running for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

Revised: July 2013