



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION SITE FACILITATOR

DEFINITION:

Under supervision of the Administrator of the SERRF Expanded Learning program, this position provides site coordination, communications with school personnel, instructional leadership, supervision, and record keeping functions at a school site participating in an expanded learning, academic and recreational environment.

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:

- Facilitate meetings with administration, project management, recreation specialist, project liaisons, volunteers, and teaching staff regarding the expanded learning curriculum, tutoring, and enrichment and recreation activities.
- Facilitate the overall implementation of expanded learning activities at the site, drive occasionally for department business (optional).

Instruction:

- Consult with administration, teaching staff, recreation specialist, and project liaisons regarding the content of expanded learning curriculum and tutorial sessions.
- Advise staff and offers recommendations concerning appropriate instructional methods for small group and individual student tutorials.
- Assist with staff development trainings.
- Assist with the design of curriculum activities that support the intent of the expanded learning grant.
- Provide instruction, tutoring, and recreation activities as needed.

Supervision:

- Supervise all project personnel, including students, staff, and volunteers.
- Collaborate with the Lead Facilitator on observation and evaluation of site staff.
- Provide 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:

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

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates ability to perform the duties and responsibilities as described is qualifying.

- Equivalent to the completion of twelfth grade.
- Associate of Arts or Science Degree or at least two years of accredited college or university coursework.
- Three years' experience in education and supervision.
- Preference will be given to applicants with at least two (2) years of experience in the SERRF Expanded Learning program.



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.

ABILITY TO:

- Maintain confidentiality.
- Plan, organize, develop, and conduct a comprehensive tutoring and recreation expanded learning 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.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Frequently required to stand, walk, sit, and reach with hands and arms.
- Occasionally required to stoop, kneel, crouch, or crawl.
- Must be able to exert up to 10-25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve running, walking, or standing for some of the time.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate equipment, and work with various materials and objects.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

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Created: <u>June 1, 2011</u>	Revised: <u>August 14, 2019</u>
APPROVED	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: <u><i>Noelle DeBortoli</i></u>	
Date: <u>August 14, 2019</u>	