

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Federal Programs Facilitator*

QUALIFICATIONS: Bachelor's Degree; valid Louisiana teaching certificate; special education

certification preferred; certified mentor teacher and/so similar; ability to work with instructional technology in all areas of K-12 curriculum; ability to plan, organize, manage, and lead professional training; knowledge of Louisiana evaluation rubric; effective oral and written communication skills.

REPORTS TO: Federal Programs Director

SUPERVISES: None

ACCOUNTABILITY: Performance Evaluation Annually

SALARY: 9 - Month Certified Salary Schedule

TERMS OF EMPLOYMENT: 9 - Month (*Position funded for 2024-25 and 2025-26 only*)

JOB GOAL: Supports federally assisted programs within the district by implementing, planned programs and providing support to improve student achievement and teacher instruction

PERFORMANCE RESPONSIBILITIES:

- Supports the growth and development of the district's federal programs through analysis of data, collaboration, and program implementation.
- Assist schools with Title I programming documentation requirements.
- Teaches and provides interventions and/or tutoring within schools.
- Supports schools in planning and monitoring intervention programs for students.
- Assists with data collection and monitoring of students related to SBLC, IDEA, literacy plans, interventions, summer learning, and/or similar.
- Implement parishwide mentor programs and assist teachers within the program by working with mentors, collecting data, and/or providing technical assistance.
- Facilitates the analysis and trends of school and district data including, but not limited to, academics, discipline, attendance, social-emotional and interventions.
- Coordinates and assists parent engagement activities while supporting school level family engagement plans and school-parent compacts to support student achievement.

- Supports implementation of schoolwide plans for all schools.
- Collaborates with the district supervisors on professional development needs and support implementation.
- Attends and participates in specified meetings and/or training to support teacher and student growth.
- Creates and leads training and/or presentations for teachers that support and align with the needs/plan relating to federal program, student achievement and family engagement.
- Observes and provides feedback to teachers related to instructional best practices.
- Conducts demonstration lessons and peer coaching to improve instruction for at-risk students.
- Supports technology implementation throughout the district.

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning

authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date