

**TITLE: Rayville High School Arts Center Facilitator**

QUALIFICATIONS: Set by Richland Parish School Board

GOAL: To guide students and community members toward the fulfillment of their potential of intellectual, emotional, and physical maturity.

**SPECIFIC RESPONSIBILITIES:****A. Contacts and relationships**

1. Supervisory
  - a. Supervision received
    1. Directly: Principal
    2. Indirectly: Advisory personnel
  - b. Supervision exercised
    1. Directly: N/A
    2. Indirectly: N/A
2. Organizational
  - a. Internal
    1. Continuous contact with faculty, students and principal.
    2. Frequent contact with advisory and administrative personnel.
    3. Occasional contact Superintendent
  - b. External
    1. Continuous contact: N/A
    2. Frequent contact with civic, academic, health institutions and organizations.

**B. Functions**

1. Planning
  - a. Plans effectively for maximum utilization of facilities and
    1. Specifies user outcomes in clear, concise objectives
    2. Includes activity/activities that support learning activities of all schools and community programs/activities.
    3. Identifies and plans for organizational differences
    4. Identifies materials, equipment, and supplies needed by facility users.
2. Management
  - a. Maintains an environment conducive to learning
    1. Organizes available space, materials, and/or equipment to facilitate learning
    2. Promotes a positive learning climate
  - b. Maximizes the amount of time available for facility.
    1. Manages routines and transitions in a timely manner.
    2. Manages allotted time for activities planned.
    3. Establishes expectations for users' conduct at facility.
    4. Uses monitoring techniques to facilitate compliance with board policy, rules, and regulations.
3. Instructional Services
  - a. Delivers instruction for special circumstances, and when authorized by superintendent or superintendent's designee, to include
    1. Use of technique(s) which develop(s) lesson objective(s)
    2. Sequences lesson to promote learning.
    3. Uses available teaching material(s) to achieve lesson objective(s).
    4. Adjusts lesson(s)when appropriate.
    5. Integrate technology into instructional program(s).

**JOB DESCRIPTION**

## b. Presents appropriate content

1. Presents content at a developmentally appropriate level.
2. Presents accurate subject matter.
3. Relates relevant examples, unexpected situations, or current event to the content.

## c. Provides opportunities for student involvement in the learning process.

1. Accommodates individual differences
2. Demonstrates ability to communicate effectively with students.
3. Stimulates and encourages higher order thinking at the appropriate developmental levels.
4. Encourages student participation.

## d. Assesses student progress

1. Uses assessment technique(s) effectively.
2. Monitors ongoing performance of students.
3. Provides timely feedback to students regarding their progress.
4. Provides evidence of student academic growth under his/her instruction.

## 4. Professional Development

- a. Plans program of self-improvement and professional growth.
- b. Professional self development planned for experienced teachers.
- c. Professional self development planned for intern teachers.

## 5. School Improvement

## a. The facilitator takes an active role in promoting schools improvement plans through:

1. Participation in grade level and subject area curriculum planning and evaluation and necessary.
2. Serves on task forces and decision making committees, when appropriate.
3. Implement school improvement plan when appropriate.

## b. The facilitator creates partnerships with schools, community clubs, civic organizations, other educational institutions, and colleagues.

1. Provides clear and timely information to colleagues regarding facility activities and availability.
2. Encourages parents, colleagues, and other facility users to become active partners in schools.
3. Seeks community involvement in program presentations through collaborative partnerships.

## C. Implementation

1. Adheres to system policies and procedures.
2. Submits statistical, demographic, and accounting reports as requested.
3. Requests instructional resources needed for effective instructional support of school and community programs from principal.
4. Administers public relations activities to involve parents, students, colleagues, and community and civic leaders in the educational enterprise.
5. Performs all other duties as required.

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 Employee's Signature

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 Date