



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

---

<b>POSITION TITLE</b>	<b>Pre-K Instructional Facilitator</b>
<b>SCHOOL/DEPARTMENT</b>	Elementary Instruction/Federal Programs
<b>SALARY</b>	Teacher salary schedule plus supplement
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	Executive Director, Elementary Instruction/Federal Programs
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday – Friday
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The Pre-K Instructional Facilitator performs a variety of administrative tasks in coordinating the successful implementation of early childhood education programs in the school system. Accordingly, the Pre-K Instructional Facilitator is responsible for interpreting changes to the North Carolina Curriculum, informing teachers and principals of the implications of those changes, and ensuring that instruction is aligned with curriculum goals. The Facilitator assists teachers with developing strategies and techniques for assessing and fulfilling the needs of young students. Additionally, the Facilitator also assists teachers with textbook and other materials selection and provides teachers various tools and materials to aid instruction. The Pre-K Instructional Facilitator assists administrators with evaluating the effectiveness of early childhood education programs in the school system and develops strategies for improvement.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the cognitive development of Pre-K and elementary school children
- Thorough knowledge of the North Carolina State Curriculum as it applies to early childhood

education

- Considerable knowledge of the current literature, trends, and developments in the field of Pre-K and early childhood instruction
- Considerable knowledge of the principles of supervision, organization and administration
- General knowledge of the county and school board policies, procedures and standards regarding Pre-K and primary education
- General knowledge of the organization and communication channels of the school system
- General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- Skill in counseling and developing staff
- Ability to review and evaluate testing results and to develop a plan of action based on conclusions
- Ability to select appropriate and effective instructional materials for young children
- Ability to develop innovative and effective instructional strategies
- Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information
- Ability to develop meaningful annual budgets
- Ability to effectively express ideas orally and in writing
- Ability to make effective oral presentations before large groups of people
- Ability to exercise considerable tact and courtesy in frequent contact with the public
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- Master's Degree in Early Education or Child Development
- Five (5) to seven (7) years of experience teaching and planning curriculum
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Valid NC Curriculum Specialist certification
- NC Certification in Birth through Kindergarten
- NC Certification in K through 6
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Eight (8) or more years of experience teaching and/or planning curriculum in a Pre-K to 5 environment

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist pre-kindergarten with implementing appropriate teaching strategies for children based on

educational theory

2. Provide on-line technical assistance and support to classroom teachers and assistants
3. Assist school staff with ways of assessing and fulfilling special needs of young children
4. Provide instructional strategies and various tools to aid the instructional process
5. Observe teachers and provide feedback
6. Assist with establishing system-wide curricular objectives for early childhood education
7. Develop plans for implementation and evaluation
8. Initiate, design and implement programs to meet system-wide goals
9. Work with principals and teachers to ensure programs are implemented at each school
10. Convene periodic meetings of contact teachers
11. Attend department and general staff meetings as required
12. Assist with the overall evaluation of early childhood education programs in the system and develop strategies for improvement
13. Coordinate and conduct mandatory in-service training and make recommendations for professional development opportunities.
14. Ensure teachers and principals are familiar with any changes to the North Carolina Curriculum regarding early childhood education
15. Assist the school system with the acquisition of appropriate textbooks, teacher guides and other instructional materials and equipment
16. Collaborate with community groups to place qualifying students in the Head Start program
17. Serve on the ILP and other teacher performance appraisal teams as requested by principals
18. Keep parents, administrators and community citizens informed about early childhood education programs in the school system
19. Maintain a collection of current literature on topics and issues related to early childhood education
20. Attend meetings, seminars, etc. offering professional growth experiences
21. Plan and monitor budget
22. Initiate long-range planning for early childhood programs
23. Prepare and submit reports and other documentation as required
24. Develop a comprehensive plan for Pre-K's in the school district
25. Perform other duties as assigned by the Executive Director of Elementary Instruction/Federal Programs

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*