

FAIRFIELD PUBLIC SCHOOLS

Fairfield, Connecticut

- I. **JOB TITLE:** Walter Fitzgerald Campus Program Facilitator
- II. **CERTIFICATION/QUALIFICATIONS:** Professional teacher certificate and five (5) years of prior experience; special education, social work, or school psychologist background strongly preferred.
- III. **WORK YEAR:** 10½ months
- IV. **REPORTS TO:** Building Administrator
- V. **JOB GOALS:** To assist the principal and the teaching staff in the development and implementation of student supports and the improvement of student achievement.
- VI. **MAJOR RESPONSIBILITIES:**
 1. With school principal, collaboratively plan and implement school safety plans and procedures;
 2. Implement, by instruction and action, the FPS WFC system for supporting students using restorative practices and the overall implementation and monitoring of IR2 (PBIS) including creating motivating incentives to support and sustain the positive school culture;
 3. Design (as a member of the school SEL (Social Emotional Support Team) and implement engaging interventions and, when indicated, intensive behavioral supports for students;
 4. Using SWIS or Google Docs data, report on each student's behavioral and social progress in detail through weekly reports to students and staff, quarterly narratives, phone calls to parents and biweekly student meetings;
 5. Utilize and improve data structures to monitor student progress in all aspects of SEL (social emotional learning);
 6. Implement and document discipline according to FPS policies and procedures;
 7. Facilitate quarterly success plan meetings with each student and his or her family, clinician, special education teacher or student advisory teacher ;
 8. Structure and facilitate individual and small group student circles to increase student engagement and as an intervention for underperforming students;
 9. Monitor student attendance and work with WFC staff to ensure student participation;
 10. Support student success in online learning with direct instruction and pertinent organizational skill instruction;
 11. Identify pre-requisite skills, learning opportunities and plan internships for students;
 12. Provide instruction for students in life/social /behavioral skills pertinent to success in skill and in internship experience;

13. Provide individual and small group instruction on pro-social behaviors, conflict resolution, and positive peer/adult relationships;
14. Work with teachers to support student engagement in classes and on the school campus;
15. Knowledge of technology to support student learning in the alternative school setting;
16. Working with the school social worker, monitor student internships mentor meetings;
17. Working with the WFC staff, ensure that all students have a post-secondary plan;
18. Provide instruction and supports through direct instruction, internship logs and meetings and credit recovery options for students;
19. Attend weekly staff meetings presenting data and information regarding student progress in IR2 and interventions, motivators and engagement options;
20. Facilitate additional educational and behavioral services for each student as needed;
21. Working with the school administration, consistently model and provide restorative interventions, motivations and innovations to promote a restorative, positive culture of learning and success orientation.