

FAIRFIELD PUBLIC SCHOOLS

Fairfield, Connecticut

- I. JOB TITLE: Elementary Program Facilitator
- II. CERTIFICATION/QUALIFICATIONS: Professional teacher certificate and five (5) years of prior experience
- 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. Support implementation of the SRBI and EIP processes and procedures through organization and facilitation of building level meetings, dissemination and analysis of student data, and coordination of interventions to ensure fidelity of program implementation.
 2. Facilitates PPT and Section 504 meetings as assigned by the school principal, to ensure quality of program implementation and compliance with all required mandates.
 3. Supports the development and implementation of the School Improvement Plan.
 4. Serves as a member of the School Leadership Team.
 5. Supports implementation of the school social and emotional learning initiatives.
 6. Serves as the School Climate Specialist to ensure compliance with the Connecticut State Department of Education mandates.
 7. Assists in school discipline investigations.
 8. Assists in professional development of teachers.
 9. Assists with scheduling of specialists, cafeteria coverage, paraprofessionals, special assemblies, bus duties, school pictures, vision and hearing screenings, field trips, etc.

10. Assists the principal with scheduling and orientation of substitutes in the building.
11. Assists the principal with scheduling and orientation of interns in the building.
12. Communicates with parents and the community as appropriate.
13. Acts as the school administrator in the principal's absence.
14. Assists the principal with any duties that may be assigned or delegated.