

*Team Facilitator Job Description*

*Title:*

Position: Team Facilitator

*Reports to:*

Principal or Designee

*Job Goal:*

Team facilitators have three primary functions. First, they lead and coordinate their team's efforts to maintain and improve the educational program that they deliver to their students. Second, they serve as an effective communications link between the team members and the principal. Third, they help insure effective communication within the team so that the team functions as a true team of people working together to effectively achieve common goals.

The team facilitator position is a non-supervisory leadership position. While team facilitators are to lead, they are, nevertheless, expected to use appropriate group processes while working cooperatively with all the staff on their team. Team decisions are expressly to be made by the entire staff of the team and not to be unilaterally imposed on the team by the facilitator.

Team facilitators are determined by the building principal annually and evaluated by the building principal annually.

*Standard Qualifications for Position:*

1. Pennsylvania teaching certification in appropriate field.
2. Bachelor's degree required; Master's degree preferred.
3. Strong GPA in major area; evidence of rigorous college program.
4. Related teaching experience preferred.
5. Outstanding personal/interpersonal communication skills; openness towards parent conferences.
6. Experience with technology in facilitating instruction.
7. Excellent organizational and neatness skills; ability to keep concise records.
8. Sensitivity to the developmental stages and well-being of children.
9. Willingness to be flexible in terms of teaching assignment within the school setting.

*Essential Functions and Responsibilities of Position:*

1. Construct and distribute agendas for team meetings and provide a written summary of each meeting.
2. Chair team meetings.
3. Participate in regular planning meetings with the principal.
4. Demonstrate the capacity to work cooperatively with others.

5. Develop with the team, programs that assist teachers new to the team to become productive team members.
6. Coordinate team schedules and the use of school facilities
7. Coordinate the involvement of other teams in the planning and implementation of interdisciplinary units
8. Coordinate the team's involvement in the selection, ordering, distribution, inventory and care of textbooks, instructional materials and supplies
9. Coordinate the development of the annual team budget and act as a liaison in assuring the purchase of items approved by the principal
10. Act as a team representative in school and district meetings
11. Act as a spokesperson for the team when communicating the mutually adopted specific positions, views, and/or needs of that team
12. Prepare monthly updates and forward to the principal or designee
13. Represent the team at designated parent meetings
14. Assist in facilitation of in-service activities as scheduled
15. This job description in no way states or implies that these are the only duties to be performed by the team facilitator. As appropriate, the team facilitator will be required to follow any other job related instruction and perform other job related duties as directed by the building principal.
16. Perform any other assigned facilitative function wherein the professional judgment of the individual member of the team (as traditionally and customarily exercised) is not abridged by the team leader or which would place the team leader in an immediate supervisory role over other team members.