



**Job Title:** Instructional Design Facilitator  
Secondary ELAR

**Exemption Status/Test:** Exempt

**Reports to:** Coordinator of Teaching and Learning

**Date Revised:** January 2022

**Dept. /School:** Teaching and Learning Development

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**Primary Purpose:**

Create, maintain and revise district secondary ELAR curriculum. Organize, facilitate, and conduct ongoing professional development to support the district's comprehensive literacy plan. Collaborate with ELAR coordinators to develop a vertically aligned, research-based, and effective curriculum. Provide teacher modeling, coaching, and staff development for ELAR teachers.

**Qualifications:**

**Education/Certification:**

Bachelor's degree in education or subject-related field  
Valid Texas Teacher Certification  
Master's degree in education or subject-related field preferred  
ESL Certification preferred  
Bilingual (English/Spanish) preferred

**Experience:**

Minimum of three (3) years' experience as a secondary ELAR teacher  
Curriculum development experience preferred  
Coaching experience preferred  
District or State level Professional Development experience preferred

**Special Knowledge/Skills:**

Knowledge of curriculum and instruction  
Knowledge of best practice strategies  
Knowledge of instructional technology  
Ability to interpret data  
Ability to communicate effectively with stakeholders  
Strong organizational, communication, and interpersonal skills

**Major Responsibilities and Duties**

1. Work with ELAR Coordinator to develop, maintain and revise secondary ELAR curriculum to align to new ELAR standards.
2. Work with ELAR curriculum coordinators to ensure effective implementation of Balanced Literacy strategies across the district.
3. Collaborate with staff and other district personnel to formulate, develop, promote, implement, and evaluate the Balance Literacy initiative.
4. Consult with teachers to develop appropriate strategies for addressing the needs of students.

5. Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement.
6. Demonstrate and model research-based instructional strategies.
7. Promote the use of instructional technology to engage students and to improve learning.
8. Monitor effectiveness of instructional programs through observations, campus and district test data analysis, and use of assessment instruments.
9. Work with administrative staff to develop, coordinate, and deliver teacher professional growth activities in content and program areas.
10. Compile, maintain, and file all reports, records, and other documents required.
11. Comply with federal and state law policies, State Board of Education rule, and the local board policy.
12. Perform other relevant duties as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment such as personal computers and peripherals

**Posture:** Prolonged sitting, occasional bending/stooping, pushing, pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Working irregular hours; occasional prolonged hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.