

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: PROGRAM FACILITATOR

QUALIFICATIONS: 1. California teaching credential authorizing service in area of assignment

REPORTS TO: Principal

JOB GOAL: To facilitate the coordination of the specially funded programs at the school site

PERFORMANCE RESPONSIBILITIES:

1. Provides resource assistance and information to school staff on specific content areas as assigned
2. Acts as resource and assists school staff in selection of appropriate supplementary textbooks and other instructional materials
3. Acts as resource for planning instructional inservice for school staff and district and provides leadership and/or assistance in its implementation
4. Assists staff in developing, writing, implementing and evaluating of the school plan
5. Services on site, district and other appropriate committees and performs related tasks
6. May be required to be skilled in specialized instructional area; i.e., reading, math, bilingual, social studies, etc.
7. Maintains necessary budgets, records and files
8. Performs other duties and responsibilities as required by the principal in order to accomplish the goals and objectives of the school

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; teacher salary schedule

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable