

Foster-Glocester Regional School District
Job Description

JOB POSITION: Program Facilitator

GENERAL STATEMENT OF DUTIES:

The Program Facilitator leads and supports the implementation and continuous improvement of the CTE Program designed and implemented by the district to personalize education and prepare students for college and careers with a competitive edge. The Program Facilitator is a liaison between the Program, school counselors, school and district leaders, partnership teams, and other external partners.

SUPERVISION RECEIVED:

Works under the supervision of the district and school administrators with latitude to exercise independent professional judgment that supports the mission of the district and school. Work is subject to periodic review by the school and/or district administrators.

QUALIFICATIONS:

- Bachelor's Degree;
- Certification as a teacher by the RI Dept. of Ed. to teach in the Program he/she is facilitating;
- Successful teaching experience within the program being facilitated;
- Demonstrated experience making data-informed decisions and tracking student performance;
- Demonstrated ability to "think through" complex processes, create and implement plans;
- Demonstrated ability to plan and implement tasks through successful completion;
- Demonstrated leadership qualities and the ability to work productively with others;
- Detail-orientation and ability to accurately complete documentation required for the Program;
- Demonstrated ability to effectively perform the duties, responsibilities and functions of the position as evidenced by course work, educational experience, involvement in professional activities, and/or an interview process.

And / or any combination of education, experience, and knowledge and skills determined by the School Committee and/or their designee(s) to be substantially equivalent to those listed above.

REPRESENTATIONAL DUTIES AND RESPONSIBILITIES:

1. Assume primary responsibility for the leadership and facilitation of the program;
2. Collaborate with professional staff to ensure students have accurate information about program courses, internships, enroll in appropriate classes, and successfully complete program credentials;
3. Assist with Chieftain for a Day and preparing students to serve as Program Ambassadors;
4. Complete reports and audits required by the CTE Board of Trustees, RIDE, and local policies;
5. Prepare and submit Program applications to RIDE (approximately once every 3 years);
6. Support the timely collection of student-level data on Program declaration and completion, attainment of college credit and industry certifications, and other Program related information;
7. Advance the development and implementation of the Program at the local and State level by attending and contributing to the following meetings/events:
 - a. Partnership Team meetings with business, industry, higher education, and other partners (approximately 4 after school or evening meetings per year);
 - b. CTEBOT Advisory Board Meetings related to the Program (2-4 state meetings per year);
 - c. Open Houses for students and families (1-2 per year);

- d. Honors Night and Awards Night recognition of student accomplishments (2 per year);
 - e. CTE Committee Meetings
8. Improve course offerings, curricula, instruction, and assessment within the Program;
 9. Perform the duties of the position for the posted compensation and in accordance with the RI Professional Code of Conduct; laws, regulations, school district policies, the mission of the district, school-based plans, and administrative directives / priorities / requests; and
 10. Perform other duties as may be assigned and/or necessary to fulfill the functions of the position.

The intent of the job description is to provide a representative sample of the types of duties and responsibilities that will be required for this position and shall not be construed as a declaration of the total of the specific duties and responsibilities of this or any particular position.

An Affirmative Action/Equal Opportunity Employer

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