



ROLE TITLE: SCHOOL BASED INSTRUCTIONAL FACILITATOR

Reports to: Principal

Function/Purpose:

- Provide instructional leadership and support at the school level for teachers planning for the advancement of quality instruction.

Required Education, Knowledge, Qualifications and Experience:

- A valid Saskatchewan teaching certificate.
- A B.Ed. degree from a recognized university.
- Successful teaching experience in a wide range of teaching areas.
- Other related training or experience in a related field would be an asset.
- Sound theoretical knowledge of teaching and learning.
- Knowledge of characteristics of effective teachers

Required Professional Practice:

Demonstrated capability and performance in the areas of:

- Instruction.
- Organizational skills.
- Interpersonal, communication and presentation skills.
- Initiative and adaptability.
- Teamwork.

Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.
- Ability to work independently, with minimal supervision.
- Intrinsically motivated.

Duties and Responsibilities:

In addition to the general job description for teachers, the School Based Learning Facilitator (SBIF) will be provided release time to fulfill the following duties:

- Assist in the preparation of lessons and instructional approaches for other teachers.
- Act as a liaison between the school and Learning Coaches to provide increased levels of support to teachers in the areas of planning, instruction, assessment and classroom management.
- Participate in curriculum implementation at the school level.
- Research best practice in assessment and evaluation techniques and act as a resource for teachers in this area.
- work with principals to assist with school plan and implementation of learning plan
- Assist in the planning of sample units using different instructional methods.

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- Assist the school based administration in the collection, interpretation and appropriate use of collected data.
- Assist with school based professional development planning and presenting.
- Work with PLC groups regarding curricular targets.
- Research best practice in instructional methods, learning theory and the change process.
- Be an instructional leader.
- Research effective intervention practice.
- Assist Principals in aligning each school learning plan with the Division's *Continuous Improvement and Accountability Framework*.
- Perform other duties that may be assigned from time to time by the Principal.