

## **Educational Facilitator – DCS**

### **STEM Credentialed Preferred**

#### **Location: Mission Valley**

*"The greatest sign of success for a teacher ... is to be able to say, 'The children are now working as if I do not exist.'" - Maria Montessori*

The Educational Facilitator (EF) position is a certificated, exempt position with Dehesa Charter School which is operated by Element Education, Inc. The EF reports to the School Director and Regional Manager. The primary responsibility of the EF is to provide support and guidance to parents and to facilitate in student learning which includes, but is not limited to: assessing, developing, planning, organizing, and monitoring a comprehensive educational plan for the desired success of each student. Additional responsibilities include the recruitment of students and obtaining appropriate curriculum and resources in support of student Personalized Learning Plans.

#### **Essential Functions**

##### **A. Educational Facilitation**

1. Collaborate with parents and students on goals, objectives, and assignments which integrate state standards with student interests and talents.
2. Collaborate with parents and students on methods of study which best fit students' learning styles and academic needs while offering opportunities for mastery, autonomy, and a sense of purpose.
3. Collaborate with parents and students on preparing the learning environment in accordance with students' learning styles and school's philosophy.
4. Provide appropriate learning resources needed to complete assignments related to Personalized Learning Plan (PLP) in a timely manner.
5. Assess regularly for academic growth and planning.
6. Communicate academic assessment to parents and student through regular reports and semester report cards.
7. Monitor Individualized Education Plan (IEP) goals and objectives.
8. Meet with student and parent as needed, at least the minimum required by the school, to discuss progress made on learning plan.
9. Assist parent and student in maintenance of learning portfolio.
10. Collaborate with specialized instructors as needed to meet the needs of all students.

##### **B. Accountability**

1. Maintain student records in accordance with school policies and procedures.
2. Manage school resources in accordance with school policies and procedures.
3. Attend all required meetings and trainings.
4. Support students in preparation for and completion of state standardized tests.

##### **C. Professional Development**

1. Read a minimum of two books from required/recommended reading lists annually.
2. Engage in continual professional growth related to constructive education and other aspects of school's philosophy and practices.
3. Seek innovative approaches to self-directed learning.
4. Practice reflective observation regularly.
5. Meet with mentors and supervisors as outlined in professional development plan.

##### **D. Community**

1. Communicate school highlights and activities to parents.
  2. Seek opportunities for parents and students to connect with and support each other.
- Other duties as assigned
  - Maintain a maximum roster of twenty-three (23) students, adjusted for adjunct duties.

### **Knowledge, Skills, & Abilities**

1. Strong written & verbal communication and human relations skills.
2. Effective time management skills and must work well under pressure and time deadlines.
3. Proficient in technology including MS Office (including Outlook).
4. Positive and collaborate team member.
5. Strong organizational skills.
6. Responsible and motivated worker with ability to solve problems independently.
7. Must exercise emotional maturity in communicating with students, parents, and other staff.
8. Understanding of Personalized Learning Model.
9. Knowledge of and experience with a wide range of K-12 curricula in all subject areas.
10. Knowledge of and experience with a wide range of educational philosophies.
11. Ability to manage a home office and flexible schedule.

### **Requirements**

1. Possess a bachelor's degree from an accredited university.
2. Possess a current, clear or preliminary, multiple or single subject, California teaching credential. Candidate with a preliminary credential will be required to participate in a teacher induction program after offer of employment is made. Candidate without a teaching credential may be considered with an agreement that candidate will participate in a intern credential program the first two years of employment.
3. Engineering or STEM background strongly preferred.
4. Phone, fax, and internet for school business.
5. Reliable vehicle and 100/300 auto insurance coverage.
6. First Aid/CPR/AED certification. 7. Proof that employee is free of active tuberculosis (i.e. TB risk assessment, TB test, X-ray, etc.).

- Copy of Transcript
- Credential Copy (if applicable)
- Letter of Introduction
- Letter(s) of Recommendation (Please provide three letters of recommendation.)
- Resume

**Salary:** up to 74% of \$44,518-\$67,955

**Benefits:** STRS

**Work Schedule:** 11 months

**FLSA Classification:** Exempt, part-time

**Location:** Mission Valley

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to read, speak, see, and hear well enough to communicate by telephone, electronically, and in person. Employee must also regularly be able to write, file, type and operate a computer, telephone, and general office equipment. Job duties are occasionally performed on electronic mobile and desktop devices. The employee must frequently sit for an extended period of time and is required to occasionally stand and walk. The employee must occasionally stoop, kneel, crouch, and/or lift up to 25 lbs. The employee must have reliable transportation and occasionally be able to drive to the main office in Escondido for staff meetings, parent meetings, meeting with students, etc.

**Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. This position works in a variety of settings but majority of the work is conducted in the home office. Other settings include but not limited to student homes, DCS Learning Centers, the Escondido Main Office, picking up materials from vendors, any other duties as assigned.

*\*Element Education, Inc. is an equal opportunity employer.*

**TO APPLY, Submit Application Online:**

<https://www.edjoin.org/Home/JobPosting/853401>