



SAMPLE MATERIAL

Expanded Learning Time Facilitator Job Description

Jacob Hiatt Magnet School, Massachusetts

Topic: Increased Learning Time: Beyond the Regular School Day

Practice: Structure Time

In order to maximize the effects of an expanded learning time school, administrators and staff can develop a program facilitator job description that addresses all aspects of the proposed school model. By carefully detailing the roles and responsibilities of the expanded learning time facilitator, administrators can build in accountability and lay out the tasks for this position.

This document lists the responsibilities associated with the expanded learning time facilitator position at Jacob Hiatt Magnet School. These responsibilities are aligned with state and district standards, as well as goals specific to the student population served. With the introduction of a longer school day, Hiatt dedicated a position to coordinate communication among program stakeholders, including community members, parents, school staff, and state and district administrators. The person hired for this position has been a member of the school staff and is well situated to support program offerings. Responsibilities include covering instruction in classrooms, coordinating activities, bringing in guest speakers and instructors, and managing the school “museum” displaying student-made

artifacts. The facilitator works closely with the school principal to communicate with program partners, write grants, and sustain an integrated system of services offered in the program.

Schools implementing an expanded school day may find this sample material useful for considering desired job responsibilities of an expanded learning time facilitator.

Jacob Hiatt Magnet School Expanded Learning Time Facilitator

- The ELT Facilitator will work closely with the Principal to create and sustain an integrated system of services, partnerships and programs to support the school in attaining the goal of helping all students' reach proficiency.
- Work closely with teachers, administrators, and other school staff to implement the whole school improvement plan.
- Develop and maintain a wide range of partnerships with community-based organizations and other service providers to build and expand an integrated set of programs and services that remove barriers to learning and meet the needs of the school's students and their families.
- Work with school staff and out-of-school staff to extend learning beyond the traditional school hours through creative hands-on activities that reinforce and enhance the Massachusetts State Frameworks and Citywide Learning Standards.
- Coordinate and provide oversight on behalf of the Principal for all school-based expanded learning time school programming (whether school or community run) to ensure that programming is high quality, aligned with the school day, and targeted to meet the specific needs of students.
- Develop relationships with ELT time programs not located at the school that are attended by a significant number of the school's students to communicate about student needs and build connections between school and after-school programming.
- Provide feedback to ELT programs for effective instruction/delivery of material.
- Serve on Instructional Leadership Team and/or Student Support Team and other leadership committees to identify and monitor student needs and facilitate communication between school and after-school staff.
- Work with school staff to identify students who are struggling academically and/or emotionally and work to connect these students where applicable.

- Track and monitor student progress, communicating with key service providers about student needs.
- Work in full collaboration with school Principal to create an all funds seamless budget.
- Work with Principal and central support staff to actively fundraise and seeks grants to sustain existing programs as well as develop new programs.
- Grant-writing and networking
- Meet with school staff to develop and facilitate programs that fit the needs of the learners
- Working with the classroom teachers to teach may be necessary
- Meet with DAB grants office staff when necessary
- Write contracts, generate P.O. requisitions and consultation forms
- Monitor the ELT budget through the Federal Grants Office
- Assist and facilitate Professional Development opportunities for staff
- Staff 8th hour quarterly and provide coverage when necessary
- Complete duties assigned by the Principal
- Facilitate Parent and Teacher Focus Groups (ABT Associates) and any other responsibilities regarding data collection monitoring effectiveness of ELT.
- Work with Massachusetts DESE on ELT implementation and monitoring of programs to ensure quality and curricula alignment