



Flour Bluff Independent School District Job Description

JOB TITLE: National Board Cohort Facilitator

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Associate Superintendent for C&I and Executive Director of Human Resources

DATE REVISED: 12/06

PRIMARY PURPOSE:

- The role of the National Board Cohort Facilitator is to guide district cohort candidates through the National Board Certification process.

QUALIFICATIONS:

Minimum Education/Certification:

- Currently Certified by the National Board for Professional Teaching Standards
- Valid State Teaching License
- At least 5 Full Years of Teaching Experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Attend training for the National Board Cohort Facilitator program prior to working with candidates.
2. Assist in the recruitment and selection process for the National Board Candidates.
3. Guide candidates through the National Board Certification process.
4. Plan, develop, and facilitate at least eight monthly cohort meetings to aid candidates' understanding of the National Board requirements and certification process.

5. Communicate expectations for cohort meetings and provide guidance and feedback on the development and submission of National Board Components.
6. Track attendance of National Board Candidates at each of the eight monthly cohort meeting sessions.
7. Create a scope and sequence of the eight monthly cohort meeting sessions, aligned to the National Board Component submissions, and submit it to the Executive Director of Curriculum & Instruction and the Executive Director of Human Resources.
8. Support the National Board candidates in submitting at least two components for certification to the National Board in the 2023-2024 school year.
9. Participate in and support the administration of participant surveys, which may include candidates, mentors, and facilitators, administered by TEA up to three times per year.
10. Adhere to the Policy Guidelines for Ethical Candidate Support and other guidelines for supporting candidates provided by the National Board for Professional Teaching Standards.
11. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.
12. Exhibits punctuality and dependability in performing responsibilities.
13. Projects a positive attitude about self and professional responsibilities.
14. Adheres to and complies with state, district, and school regulations and policies for staff.
15. Adheres to the Professional Ethical and Legal Standards in relationships with students, teachers, parents, patrons, peers, and support personnel.
16. Adheres to FBISD "Hornet Points of Pride" professional district standards.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

May work prolonged or irregular hours.

Mental Demands:

Work with frequent interruptions, maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.