



## COLLABORATION FACILITATOR

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### Position Summary

The Collaboration Facilitator provides leadership and support to teachers and administrators on the delivery of instructional activities that increase opportunities for special education students in general settings. To accomplish this task, the Collaboration Facilitator must work closely with the community, staff and administration in Eugene 4J.

### Supervisory Relationship

This position reports to the Director of Student Services Department.

### Essential Functions

1. Provide professional leadership in organizing and supporting the effective delivery of researched-based instructional strategies.
2. Support effective implementation of district professional development initiatives.
3. Develop and present in-service opportunities that support collaboration, communication and problem solving.
4. Communicate effectively with the community, staff, students, parents and administrators.
5. Work effectively and collaborate with building and district committees.
6. Coordinate with the Instruction Department and other departments in fulfilling the districts vision.
7. Support the philosophy and vision of student services in the Eugene 4J School District.
8. Work effectively and collaboratively with diverse students, staff and community populations.
9. Be knowledgeable about inclusive practices and teaching strategies that support these practices.
10. Support district vision surrounding best practices and provide professional development aligned with the district focus.
11. Will require driving to multiple locations during certain times.
12. Perform other duties as assigned.

### Required Knowledge, Skills and Abilities

1. Possess strong training and knowledge regarding teaching practices that are student centered, research based and effective. Know how to support adults in how to deliver these practices in a classroom environment.
2. Possess strong training and knowledge surrounding inclusive practices.
3. Demonstrate good instructional practices that are engaging, organized and effective.
4. Ability to use interpersonal skills to consult with teachers, coordinators, counselors, parents, and administrators.

## Minimum Qualifications

### Education

- Valid Oregon TSPC license, Special Education Endorsement;
- Bilingual proficiency and/or multicultural experience strongly preferred.

### Experience

- 5 years practical experience in the field.

## Work Environment

Duties are performed in an office environment, training environment, and in schools.

ADDITIONAL INFORMATION	
Employee Unit	Eugene Education Association
Pay Grade	Licensed Salary Schedule
Approved by	Karen Hardin, Director of Human Resources
Last revised	02/5/2021

## Employee Statement

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

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Employee Name (Print)

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Date

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Employee Signature

\_\_\_\_\_  
Date