

FACILITATOR (SCHOOL DISTRICT)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating and conducting programs or workshops on various topics for teachers and support staff as well as for the general community. The subject matters are diversified and may cover areas such as computer education, office practices, people skills, communications and public relations skills, etc.. Work is performed under general supervision with leeway for independently performing most duties of the position.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

May plan, develop and implement workshops to assist professional and support staff and the general public to enhance skills relating to common computer software programs, basic office practices, communications and public relations skills;

May conduct a program to educate the staff and/or public on correct office etiquette, filing and retrieving information and accurately performing office record keeping tasks;

May distribute written material and set up and take down audio-visual equipment, such as televisions, VCR's, overhead projectors, slide projectors, etc. that are necessary to conduct the workshop;

May design, develop and distribute literature, brochures and advertising for promotion and community education purposes;

May write press releases and articles for submission to local publications;

May be required to prepare reports on outcomes and feedback from training or workshop participants for review by higher level administrators.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of federal, state, and local regulations governing specific area of workshop being conducted; good knowledge of the use of audio visual equipment, slide projectors and computer software programs, including word processing and desktop publishing; ability to plan, develop and implement programs including the development and delivery of presentations; ability to communicate effectively with the public, both orally and in writing; and ability to understand and empathize with the needs and concerns of others.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in the appropriate subject matter.

NOTE: Post high school education in coursework related to the appropriate subject matter may be substituted for the required experience with three (3) semester credit hours being equivalent to three (3) months of experience.

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Originated: 01/30/04
Jurisdictional Class:Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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