



Measuring What Matters™

Position Description: Professional Learning Facilitators (Part-time, seasonal)

NWEA® has seasonal needs for Professional Learning Facilitators. These positions are **part-time, seasonal, home-based (anywhere in the United States)**, with high delivery volumes in September, October and November and require the ability to travel nationally by auto, airplane or other modes of public transportation. This position will require participation in a regional workshop as well as online training. The hourly pay rate for this position is \$40.00 per hour. Travel expenses are reimbursable by NWEA. If you are interested in this type of employment opportunity, please apply directly. **Note:** This is an **ongoing open recruitment** and we are developing a pool of applicants. Interviewing for these openings will begin in **November/December 2018** and you may be contacted during those months with an interview request.

In compliance with federal requirements, Indian applicants will be given preference in employment and training. Indian means a person who is a member of an Indian Tribe. Indian Tribe means an Indian Tribe, band, nation, or other organized group or community, including any Alaska Native village or regional village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act which is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians.

NWEA® is a research-based, not-for-profit organization that supports students and educators worldwide by creating assessment solutions that precisely measure growth and proficiency—and provide insights to help tailor instruction. For 40 years, NWEA has developed innovative pre-K–12 assessments, including our flagship interim assessment, MAP® Growth™; our progress monitoring and skills mastery tool, MAP® Skills™; and our reading fluency and comprehension assessment, MAP® Reading Fluency™. Educators trust our professional learning offerings to accelerate student learning and our research to support assessment validity and data interpretation. Our tools are trusted by educators in more than 9,500 schools, districts, and education agencies in 145 countries.

Position Summary

NWEA seeks part-time Professional Learning Facilitators to deliver high quality, engaging workshops on NWEA's MAP adaptive assessments and adult learning opportunities nationwide to NWEA clients. The Professional Learning Facilitator is an expert facilitator of learning for clients implementing NWEA products and services. They empower teachers and administrators to effectively use data to promote student learning by defining growth targets, differentiating instruction, and informing intervention strategies. Facilitators are on the front lines, directly supporting NWEA's mission: *Partnering to help all kids learn*. NWEA's assessment data is a powerful tool to improve student learning and requires dynamic individuals to help interpret, train, and inspire partner district teachers to use this data effectively.

Responsibilities

- Facilitate professional learning workshops for partners as they implement NWEA's products and services; use adult learning strategies and other inquiry-based activities to ensure participant engagement, understanding of content and application of material learned to their work
- Attain and maintain NWEA qualification status in designated workshop/s by participating in required online and/or in-person learning events and completing necessary coursework
- Facilitate professional learning content effectively and accurately, gauging the learners' needs. Conduct planning conversations about the events with partners relative to professional development needs
- Work collaboratively with the Manager of Professional Learning Services to ensure delivery of successful professional learning events learning services
- Analyze feedback and survey data to set professional goals
- Submit appropriate documentation and reports within specified timeframes

Skills and abilities

- Strong facilitation skills and experience conducting professional learning opportunities to a wide audience of professionals. Professional Learning Facilitators are not merely delivering a canned presentation; they engage the audience with enthusiasm, discussion, and hands-on learning approaches
- Experience working with educators in the use of formative assessment
- Experience supporting schools/districts in the school improvement process
- Experience with NWEA products and services highly preferred
- Ability to travel to partner locations nationwide for workshops. Part-time Facilitators work with their supervisor to determine their schedule based on NWEA delivery needs. Individuals are expected to provide as much availability to facilitate workshops as possible, especially during peak demand seasons (Beginning of the school year (September & October), federal holidays, mid-school (January) and end-of- school year (May & June). Ideal candidates could facilitate between 10 and 15 events during the typical school year
- Excellent writing, proofreading, organization, communication and technology skills (PowerPoint, Excel, Outlook, Word)
- Comfort with online learning modalities. Examples include: webinars, virtual collaborative workspaces, wikis, web-conferences, learning in an online classroom, and learning management systems
- Strong problem-solving skills and common sense to adapt professional learning opportunities to changing environments and partner needs
- Ability to collaborate with partners and staff to develop supportive relationships
- Capacity for virtual professional development
- Seamless use of technology in the workshop setting (including projectors, file download, Microsoft programs)

Education and experience

- Bachelor's degree in Education required
- Master's degree in Education is preferred
- Minimum 2 years' experience teaching adult learners is required
- Minimum 2 years' experience of classroom teaching or administration (in K-12) is required
- Experience in coaching educators in use of data (preferred)
- Experience using formative assessment practices and strategies (preferred)
- Experience with NWEA products and services (preferred)
- Formal educational training beyond college in formative assessment or coaching (preferred)

NWEA endeavors to make www.nwea.org accessible to all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please call us at (503) 624-1951 or e-mail us at onlineaccommodations@nwea.org and let us know the nature of your request, your location and your contact information. This is for accommodation requests only and cannot be used to inquire about the status of applications.

NWEA® is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. For our EEO Policy Statement, please visit our www.nwea.org/careers/ If you'd like more information on your EEO rights under the law, please visit the EEOC website at https://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf