



Job Announcement
Professional Development Facilitator (part-time)
March 2021

**Professional Development Facilitator
(.6 FTE full time equivalent – average 24-32 hours/week)**

Sound Discipline is growing and is hiring two Professional Development Facilitators (.6 FTE) based in the Seattle/South King County area. Sound Discipline is committed to having a diverse workforce. We strongly encourage BIPOC to apply.

Organization Background:

Sound Discipline is a leading education equity nonprofit, working with partners to transform schools into equitable learning communities. We employ a variety of social emotional learning models that are science-based, trauma-informed, restorative, and child-centered to facilitate change in the ways adults see and respond to students, and to change systems in schools that perpetuate racial disparities in discipline.

To learn more, visit www.sounddiscipline.org.

Primary Responsibilities:

- Facilitate and deliver Sound Discipline’s research-based, experiential and culturally-responsive workshops and talks in schools in the Seattle area. Facilitators work primarily from home, driving to provide service in schools. *[Please note: due to pandemic, service delivery has shifted to virtual platforms but we anticipate returning to in-person or hybrid virtual and in-person when safe and practical with clients to do so. Also training, support and program delivery in tandem with experienced facilitators before doing workshops solo].*
- Coach and facilitate school discipline data teams using the Team Initiated Problem Solving (TIPS) process and trauma informed practices.
- Coach and facilitate school staff as they learn to implement the Positive Discipline model.
- Speak, write and present information effectively and persuasively across numerous communication settings.
- Work collaboratively with school personnel using a strengths-based, trauma-informed approach to understand and address their concerns about students who are currently struggling in school.
- Work collaboratively with Sound Discipline team members.
- Provide professional development coaching to individuals and small educator teams.
- Active involvement in creating an environment within assigned schools that supports educators in building powerful learning communities.
- Assist team members with ongoing continuous quality improvement to enhance programs and workshops.
- Participate in all required training, meetings and classes and implement learnings as requested by Sound Discipline.

Required Qualifications:

- Available 24-32 hours per week, flexible with school schedules, especially at times when schools do professional development.
- Experience in working with teams and individuals with diverse racial, cultural, and ethnic backgrounds and values.
- Direct experience in facilitating and/or training in both small and large groups of adults.
- Ability to hold a learning space in which people feel safe, respected, heard and accepted.
- Competency in managing and organizing multiple tasks and competing priorities independently as well as with other team members (including scheduling, documentation, and follow up).
- Own or have reliable access to a vehicle and have ability to travel to multiple locations around the Seattle area on as needed basis. [Please note: as mentioned above, due to pandemic, service delivery has shifted to virtual but we anticipate returning to in-person or hybrid virtual and in-person when safe and practical with clients to do so.]
- Passion for Sound Discipline's mission and goals.
- Pass Washington State criminal background check.
- Reside in Seattle/South King County or vicinity.

Strongly preferred:

- Two or more years' experience as a classroom educator or counselor.
- Bachelor's degree or certificate of training in organizational development, education, psychology, counseling, training, *or* similar, or similar experience in education setting.
- Considerable experience and competency in developmental coaching of adults to grow and learn.
- Understanding of trauma-informed practices.

General Performance Factors:

- Works cooperatively with team members and management.
- Maintains consistent and regular attendance of assigned work schedule.
- Organizes resources to complete their projects efficiently and on time.
- Is a continuous learner.
- Asks for, receives, and acts on performance feedback.
- Self-awareness of personal identity (race, gender, culture, ability, socio-economic).
- Uses appropriate discretion and judgment in dealing with people of diverse backgrounds.
- Ability to hold space for conflict and tension in the room while presenting.
- Readily and easily switches gears in response to unexpected events and circumstances.
- Successfully navigates resistant groups and audience participants while maintaining relationships.

Compensation. \$36/hour + (approx.\$45k/year for .6 FTE to start with planned anniversary increases). Benefits include: \$500/month employer contribution toward group health insurance plan coverage or \$500 monthly compensation if you have other insurance. Option to join retirement plan with up to 3% match. PTO/LTD/Life/EAP.

To Apply:

Submit resume, cover letter with answers to the four questions below, and three professional references with contact information to hr@sounddiscipline.org with "Facilitator" in the subject line. Priority consideration will be given to resumes received on or before March 26, 2021. Open until filled.

Application Questions: Limit responses to 200 words per question.

1. What do you think is most exciting about the possibility of being one of Sound Discipline's professional development facilitators?
2. What do you think is the core factor that lends meaning and distinctiveness to you and your work? What is it that, if it did not exist, would make what you do and who you are, totally different than it currently is?
3. Describe the best team you've worked on. What was your unique contribution to the team that helped make it a terrific group experience for everyone involved?
4. This position is a .6 FTE position (average 24 hours per week) and needs to accommodate school schedules, especially at times when schools do professional development. If hired would you be able to work during school hours (weekdays 8am-4pm and some evening events) AND also if the hours in this position were to grow over time up to 1 FTE (full time) would that be of interest to you or are you only wanting a part-time position long term?

Sound Discipline is committed to recruiting, hiring, developing, fairly-compensating, and promoting the best-qualified individuals for positions at all levels within the organization. We believe the organization's goals can only be attained by utilizing the diverse skills and backgrounds of all our employees. We therefore maintain an unequivocal commitment to and support of equal employment opportunity for all individuals, free from discrimination based upon characteristics protected by law such as race, color, national origin, religion, creed, age, sex, sexual orientation, gender identity, marital status, disability, veteran status or any other characteristic protected under local, state or federal law.