

**RANGE H98**

**JTC NO. H74  
FLSA EXEMPT: E**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE: Formation Facilitator**

**DATE PREPARED: Spring 2006**

**DATE REVISED: Fall 2012; Summer 2014; Spring 2017**

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**GENERAL SUMMARY:**

Designs, facilitates, and evaluates formation activities for employees and/or students of the DCCCD. Works closely with the District Office of Staff & Organizational Development, and with the location Staff & Organizational Development and/or Student Programs and Resources, to develop overall plans for formation activities to be offered, including the selection of on-campus and off-campus sites.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Identifies on-campus sites and approved off-campus facilities for holding formation activities and works with the appropriate DCCCD offices to secure the sites.
- Develops invitations for participation in formation activities to be offered to employees and/or students.
- Designs curriculum for formation activities and researches learning materials needed to implement the development experience.
- Provides materials required for duplication in a timely manner.
- Facilitates the entire formation experience including coordination with the facility where the activity is held.
- Evaluates the outcomes of formation activities facilitated.
- Coordinates all of the above with co-facilitator(s), as appropriate, and with the appropriate District personnel.
- Performs related duties as assigned.

**REPORTING RELATIONSHIP:**

Varies. Usually reports to the location director of Staff & Organizational Development or Student Programs & Resources. Occasionally reports to others responsible for providing formation activities to employees and/or students.

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#### **PHYSICAL EFFORT REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 75 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

#### **MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

- Successful completion of formation facilitator preparation, either locally or nationally, including a period of not-less-than one year of experience under the direct supervision of a qualified formation mentor.
- Advanced knowledge of learning materials and resources used in formation activities.
- Excellent oral and written communication skills to deal effectively with individuals from diverse backgrounds and varying levels of DCCCD staff and students.
- Strong knowledge and experience providing effective customer service.
- Written certification of the facilitator's readiness to fulfill the principle duties and responsibilities of the position must be provided by the facilitator's mentor.
- *\*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\**