

## Facilitator Scope of Work

### Roles & Responsibilities

You will facilitate one the working groups. Below is a list of the responsibilities associated with the working group process. Each facilitator will be expected to achieve the following outcomes.

- Attend all training sessions or arrange for an alternative with staff
- Attend both of the working group kick-off events (dates listed below)
- Organize and lead all subsequent, monthly meetings. Meetings will occur in each month for three months plus a follow-up meeting after the public forum.
- Achieve the stated goals for each of the working group meetings. We will provide you with an agenda for each working group session; the facilitator will be responsible for successfully guiding your working group to achieve the stated outcomes.
- Submit a written summary after each working group session and debrief with staff.
- Before the Public Forum, prepare a rough draft of a document outlining the competencies, assessments, and learning pathways for issuing badges in your domain. This document will be the culmination of the work that's been done to that point. The facilitator will draft the document and submit it for review, edits, and finalization by the group.
- Attend the Public Forum and help facilitate activities at the event.
- Lead a final working group meeting to incorporate feedback from the Public Forum and finalize the group's efforts.
- Prepare a final report that includes all edits and feedback from your working group and attend a final debriefing session with staff.

### Calendar of Events

Below is a schedule of events that facilitators are expected to attend.

Event/Meeting	Location/Date	Notes
Working Group Launch #1	[add details]	This is an orientation for working group participants. Time will be provided at the end of the event for facilitators to meet with participants and create a calendar for remaining meetings.
Working Group Launch #2	[add details]	This is an orientation for working group participants. Time will be provided at the end of the event for facilitators to meet with participants and create a calendar for remaining meetings.
Meeting 1 - Competencies	TBD by participants and	<b>Competencies</b> are the abilities needed to do something effectively. This is a factor that is tiered.

	facilitator (month 1)	
Meeting 2 – Assessment/Evidence	TBD by participants and facilitator (month 2)	<b>Assessment/Evidence</b> is a process used to determine whether learning has occurred.
Meeting 3 - Learning Pathways	TBD by participants and facilitator (month 3)	<b>Learning Pathways</b> are routes taken by learners to achieve a particular goal.
Pittsburgh Learning Pathways Summit	[add details]	This is a large public event designed to garner feedback from the public about preliminary outcomes from each working group.
Final Meeting(s)	TBD by participants and facilitator	This session is designed to incorporate the feedback from the Educators Forum into the work that has already been done.