

Position Description

NAAE Communities of Practice Facilitator

Updated 3-15-12

What is a Facilitator?

A facilitator is an individual who takes primary responsibility for a topic area within the NAAE Communities of Practice (COP). This person will work to generate discussion within his or her area of COP and identify resources that can be posted to his or her area. The facilitator will also monitor, direct, and contribute to discussion in an effort to keep fresh ideas flowing through COP at all times and create an active, current, lively atmosphere.

Key Responsibilities

The goal of COP is to provide a space on the web to which agricultural educators can look for peer discussion, resources and feedback about a specific topic. To ensure this, a facilitator will need to:

- Identify and post resources to for his/her topic area within COP. These can include, but are not limited to:
 - websites
 - news articles
 - instructional materials or other learning resources
 - opinions from others who are interested in the topic
- Generate discussion within his/her COP topic area
- Monitor posts to his/her COP topic area
- Ensure that all questions posted in topic area are answered in a timely manner

Core Skills

An interest in the topic of which he or she is a facilitator. The facilitator needs to have a reasonable amount of expertise in the topic, but more importantly, he/she must be willing to continually seek resources to help guide COP users in their quest for knowledge. These resources can come in the form of soliciting information from other professionals, finding relevant websites, or helping generate and guide discussion about a timely issue.

Time Commitment

When COP area is active, a few hours per week could be spent gathering resources, answering questions, and identifying and recruiting participants. When the area is inactive, the only time commitment will be identifying and posting resources to COP and working to generate activity within the area.

In addition, a commitment to become a facilitator is not necessarily an open-ended thing. If a topic is particularly time sensitive (for instance Perkins appropriations), once the time for that topic is past, the facilitator's responsibility will be complete. The facilitator will work with Julie Fritsch, COP administrator, to close out a community.

If you are interested in facilitating a community in COP, contact Julie Fritsch, NAAE Communications/Marketing Director at jfritsch.naae@uky.edu.