

**ST. MARY'S COUNTY PUBLIC SCHOOLS
CERTIFICATED POSITION DESCRIPTION**

FRESHMEN ACADEMY – HIGH SCHOOL CONTENT AREA TEACHER

POSITION: Freshmen Academy – High School Content Area Teacher

REPORTS TO: Principal

LOCATION: Chopticon High, Great Mills High, Leonardtown High

Location	Content Areas Available
Chopticon High	Freshmen Seminar, Mathematics, Social Studies, Special Education
Great Mills High	Freshmen Seminar, Science
Leonardtown High	Freshmen Seminar, Science, Social Studies, Special Education

NATURE OF WORK:

This is a professional position to meet the instructional goals of the school and school system by delivering instructional programs effectively to ensure student achievement. The Freshmen Academy teacher will primarily work with students identified in the Freshmen Academy to provide opportunities for students to develop strategies for success and build a foundation for students to utilize throughout their high school experience. The Freshmen Academy teachers will work collaboratively as a team to plan to implement various lessons to meet the instructional needs of the program as well as to deliver life skills strategies for students to become successful adults.

ESSENTIAL FUNCTIONS:

- Direct and evaluate student learning experiences;
- Provide guidance to students to promote education development and welfare;
- Provide care and protection of school property;
- Supervise student activity on school property;
- Plan and coordinate the instructional program in accordance with the current curricula;
- Deliver focused instruction to individual students or small groups of students;
- Support students in developing strategies for success in high school to include academics, and social interactions;
- Participate in system-wide professional develop to share at the school-level;
- Participate in team planning with other Freshmen Academy teachers;
- Special Education teachers in the Freshmen Academy:
 - Evaluate and assess students to determine eligibility;
 - Analyze data to make instructional decisions;
 - Develop and monitor IEP goals and objectives based on assessment and data information;
 - Monitor and report progress on goals and objectives;
 - Deliver specialized instruction in reading, math, written language, organization and

- behavior management;
- Case manage students with IEPs;
- Knowledge of IDEA disabilities and how they can impact academic achievement and behavior;
- Knowledge of how disabilities may manifest themselves in the classroom; and
- Knowledge of grade level curriculum and classroom expectations.

DUTIES AND RESPONSIBILITIES:

- Participate in co-curricular activities;
- Maintain accurate student attendance;
- Assist students with learning activities;
- Utilize assessment data to determine instructional strategies;
- Take part in professional development activities;
- Cooperate with students and staff;
- Maintain open lines of communications with students, staff and parents;
- Maintain current lesson plans;
- Performs other school-based and system-level responsibilities as assigned;
- Special Education teachers in the Freshmen Academy:
 - Ensure that all IEPs are implemented appropriately;
 - Collaborate with general educators to ensure students have access to grade level curriculum;
 - Provide positive communication to team members and families about student progress and achievement;
 - Collect and analyze data to monitor progress, determine and report present levels of performance and to develop appropriate goals and objectives;
 - Complete standardized assessments and formal reports for IEP teams to review;
 - Develop IEP goals and objectives based on present levels of performance, formative and summative assessment information;
 - Collaborate with general educators to disseminate information about student needs to determine what differentiate strategies to use in each lesson;
 - Perform frequent formal and informal assessments to monitor instructional and IEP objectives;
 - Consider modifications and the scaffolding necessary for each student to access the grade level curriculum;
 - Communicate positively with families on student progress; and
 - Work collaboratively with general educators to develop lessons and assessments for students with disabilities.

QUALIFICATIONS:

- Possess professional certification for the appropriate teaching level;
- Demonstrate knowledge of curriculum, instruction, staff development, and assessment process; and
- Possess the ability to relate well with students, colleagues, parents, and staff.

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC