

ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

INSTRUCTIONAL RESOURCE TEACHER – HIGH SCHOOL ENGLISH

POSITION: Instructional Resource Teacher – High School English

REPORTS TO: Site Administrator

LOCATION: School Site

NATURE OF WORK:

ESSENTIAL FUNCTIONS:

DUTIES AND RESPONSIBILITIES:

- Assists with the development of the English curriculum and assessments
- Implements professional development for high schools aligned with school improvement plans and the St. Mary's County Public Schools' Master Plan
- Provides coaching for staff members, focusing on English and reading, and on high level skills essential for student success
- Models and team teaches with other staff members, focusing on areas identified through professional development needs
- Assists classroom teachers and administrators with the analysis and interpretation of assessment data to determine instructional and professional development needs
- Conducts formal presentations on English for parents, teachers, and other colleagues
- Provides leadership in program implementation and prepares required reports in a timely manner
- Provides leadership to develop and implement instructional programs targeted to assist student groups
- Participates in system, state, and community initiatives relative to High School English and/or High School Assessment
- Collaborates with other IRTs and assists with other content areas as needed
- Other duties and responsibilities as assigned

QUALIFICATIONS:

- Possess advanced professional certificate or eligible to receive APC in current school year (through submission of official transcripts);
- Preference is given to candidates who hold a Master's degree in mathematics or related content area; **OR** is a National Board Certified Teacher;
- Minimum of four years of successful mathematics teaching experience;
- Knowledge of mathematics curriculum and staff development;
- Ability to relate well to students, colleagues, parents, and community members;
- Ability to develop and implement school-wide programs;
- Ability to analyze data to impact instruction;
- Demonstrated ability to integrate technology in instruction; and
- Letter of recommendation by principal/immediate supervisor.

TERM OF EMPLOYMENT:

Ten-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule (#1) for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC