

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

## Instructional Resource Teacher – Virtual Academy

POSITION: Instructional Resource Teacher – Virtual Academy

REPORTS TO: Academic Dean

LOCATION: Virtual Academy

### NATURE OF WORK:

This is a professional position to meet the instructional goals of the Virtual Academy and school system by delivering instructional programs to ensure student achievement. The Instructional Resource Teacher also works with other staff within individual schools to mentor, model, guide, and enhance the delivery of instruction to students and/or work with individual students or small groups to provide focused instruction. This position requires knowledge of student learning in grades 3-12, the ability to work with a variety of subjects and grade levels, and to provide direct instruction to students in-person and virtually.

### ESSENTIAL FUNCTIONS:

- Direct and evaluate student learning experiences in all grade levels;
- Provide guidance to students to promote education development and welfare;
- Provide care and protection of school property;
- Supervise student activities on-site or online;
- Plan and coordinate the instructional program in accordance with the current curricula;
- Provide in-person learning opportunities for students when needed;
- Participate in parent/guardian conferences on-site or virtual as necessary;
- Support the administration with maintaining an inviting and effective physical educational environment for the Virtual Academy;
- Collaborate with Virtual Academy staff to offer support for parents/guardians of virtual students;
- Work in conjunction with other instructional staff to improve delivery of instruction;
- Deliver focused virtual instruction to individual students, small groups of students or to an entire class; and
- Participate in system-wide professional development to share at the school level; and
- Report to work daily and on-time.

### DUTIES AND RESPONSIBILITIES:

- Assists with the development and implementation of grades 3-12 SMCPSS virtual curriculum and assessments;
- Implements professional development for the SMCPSS Virtual Academy aligned with school improvement plans and the St. Mary's County Public Schools' Master Plan;
- Provides coaching for staff members, focusing on all content areas grade level 3 - 12;
- Assists staff members with Individualized Virtual Learning Plan (IVLP's); 504's and IEP implementation;
- Liaisons with home-school sites for all SMCPSS Virtual students;
- Provides leadership for SMCPSS Virtual staff and helps create manageable student-needs schedules;
- 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 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 all mandated assessments;
- Collaborates with other IRTs and assists with other content areas as needed; and
- Other duties and responsibilities as assigned

**QUALIFICATIONS:**

- Possess advanced professional certificate or eligible to receive APC in 2021-2022 school year (through submission of official transcripts);
- Preference is given to candidates who hold a Master's Degree in Education; OR is a National Board Certified Teacher;
- Preference will be given to candidates who have completed MSDE Online Teaching in Maryland OR Google Certified OR who have taken the SMCPs Understanding Blended and Remote Learning Course;
- Minimum of four years of successful teaching experience;
- Demonstrated successful online teaching experience with measurable student growth;
- Demonstrated knowledge of learning management systems, educational technology platforms, online learning and the ability to integrate into instruction;
- 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; 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 for ten-month employees.

**BARGAINING UNIT ELIGIBILITY:** EASMC