

ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

INSTRUCTIONAL RESOURCE TEACHER – Assessment and Accountability

POSITION: Instructional Resource Teacher - Assessment and Accountability
(10-month assignment)

REPORTS TO: Assessment and Accountability Officer

LOCATION: Assessment and Accountability

NATURE OF WORK:

This is a professional position with primary responsibilities to include leading staff development, supporting staff creation of Schoology courses, and Schoology management with the Department of Assessment and Accountability. The Assessment and Accountability IRT ensures results-driven instruction for students and assists in the deployment of the Schoology learning management system throughout the school system. The IRT must be able to plan and implement support for all teachers with blended, concurrent learning via the Schoology platform for all students.

ESSENTIAL FUNCTIONS:

- Organize, plan, and implement Schoology support modules for staff.
- Organize, plan, and implement digital integration for the purpose of rigorous and engaging lessons.
- Provide professional development and support for staff based on the areas of strengths and weaknesses of integration with Schoology;
- Organize, plan and provide direct instruction to staff in all aspects of Schoology, including but not limited to: navigation, content creation and storage, concurrent classroom management, grading, and digital integration of rigorous student-facing activities that engage learners;
- Work collaboratively with Schoology Liaisons and site-level administrators to provide support of the usage of Schoology;
- Provide troubleshooting assistance to all staff in the areas of digital integration within Schoology;
- Work in conjunction with other instructional staff to improve the delivery of instruction;
- Participate in system-wide professional development to share at the school-level;
- Works independently to carry out the goals and initiatives set forth by the system;
- Works remotely at various schools and office locations throughout St. Mary's County Public Schools (SMCPS);
- Interacts with staff in 1-on-1, small, and large group settings; and
- Analyzes and interprets data for student learning, professional development, and other areas.

DUTIES AND RESPONSIBILITIES:

- Fluent in Schoology navigation, content creation, and digital integration;
- Fluent in Schoology course and resource builds;
- Differentiate instruction to provide professional development and support based on upon leadership direction that focuses on supporting all teachers with blended, concurrent learning
- Assist the Department of Curriculum and Instruction, Department of Special Education, and other departments and sites in best practices for the use of Schoology.
- Provide troubleshooting assistance to all staff in the areas of digital integration within

Schoology.

- Demonstrate the ability to assess, plan, and implement highly effective instruction in an online environment.
- Demonstrate the ability to differentiate instruction based on staff abilities and interests.
- Ability to relate well to students, colleagues, parents, and the school community.
- Conducts professional development and formal presentations.
- Models the use of technology in instruction and professional development.
- Provides leadership and support in program implementation and prepares required reports in a timely manner.
- Utilizes data to assist staff with developing and refining online and virtual instructional practices to enhance student learning and achievement.
- Collects and analyzes data and feedback from professional development sessions for reflection and refinement.
- Other duties and responsibilities as assigned.

QUALIFICATIONS:

- Possess advanced professional certificate or eligible to receive APC in 2020-2021 school year (through submission of official transcripts);
- Completion of the “Online Teaching in Maryland” Course through MSDE preferred.
- Preference given to candidates who hold one or more of the following:
 - Master’s degree
 - National Board Certified Teacher
 - Google Certified Educator (Level 1, 2, or Trainer)
- Minimum of four years of successful teaching experience using learning management platforms such as Moodle, Blackboard, Google Classroom, etc. **and** use of classroom technologies such as SMARTboards, Promethean Boards, iPads, laptops, etc. ;
- Demonstrate knowledge of current instructional and curricular methodologies, PreK-12, and current standards from the International Society for Technology in Education.

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

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

BARGAINING UNIT ELIGIBILITY: EASMC