

ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

INSTRUCTIONAL RESOURCE TEACHER – ELEMENTARY/MIDDLE

POSITION: Instructional Resource Teacher – Elementary/Middle

REPORTS TO: Site Administrator

LOCATION: Various Locations

NATURE OF WORK:

This is a professional position to meet the instructional goals of the school and school system by delivering instructional programs, both virtually and in-person, effectively 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.

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;
- Work in conjunction with other instructional staff to improve delivery of instruction;
- Deliver focused instruction to individual students or small groups of students; and
- Participate in system-wide professional development to share at the school-level.

DUTIES AND RESPONSIBILITIES:

- Assumes major responsibility for the instructional support of the school's academic programs;
- Supports the implementation of virtual instruction through modeling, coaching and professional development;
- Facilitates collaborative team discussions and other data-based decision-making sessions;
- Works collaboratively with all staff and support service providers within the assigned school;
- Provides leadership in program implementation and prepares required reports in a timely way;
- Models and provides coaching for other staff members, focusing on areas identified through the staff development needs assessment and on identified high level skills essential for student success;
- Provides mentoring and support for new teachers;
- Provides direct instruction to students for reading, writing, mathematics, and other content areas, through small group interventions or extension programs;
- Assists classroom teachers with the administration and interpretation of formal and informal assessments;
- Conducts professional development and formal presentations on literacy, mathematics, science and other content areas for parents, teachers, and other colleagues;
- Serves on the School Improvement Team (SIT) or other school-based leadership teams; and
- Performs other school-based and system-level responsibilities as assigned.

QUALIFICATIONS:

- Possess advanced professional certificate or eligible to receive APC in current school year (through submission of official transcripts);

- Preference given to candidates who hold a Master's degree in curriculum and instruction or related content area; OR is a National Board-Certified Teacher;
- Minimum of four years of successful teaching experience;
- Knowledge of 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 both virtual and in-person instruction; and
- Letter of recommendation by a principal or immediate supervisor.

TERM OF EMPLOYMENT:

Full-time 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