

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

## INSTRUCTIONAL RESOURCE TEACHER – Freshman Academy (Grant-Funded)

**POSITION:** Instructional Resource Teacher – Freshman Academy (Grant-Funded)

**REPORTS TO:** Site Administrator

**LOCATION:** Chopticon High, Great Mills High, Leonardtown High

### NATURE OF WORK:

This is a professional position to meet the instructional goals of the school, the school system, and the ESSER III grant, 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. This position has a primary focus for working with students, staff, and parents/guardians of students participating in the Freshman Academy at each high school.

### 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 and system level.

### DUTIES AND RESPONSIBILITIES:

- Assumes major responsibility for the instructional support of the school's Freshman Academy program;
- Supports the implementation of all instruction (both in-person and virtual) 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 grant requirements, staff development needs, and identified student instructional needs;
- Provides mentoring and support for new teachers;
- Provides direct instruction to students for Freshman Academy courses, through whole group, 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 as it pertains to Freshman Academy student success 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);
- Minimum of four years of successful teaching experience;
- 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; OR have taught freshman classes
- 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 the EASMC salary schedule for ten-month employees.

**BARGAINING UNIT ELIGIBILITY:** EASMC