

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

## INSTRUCTIONAL RESOURCE TEACHER – VIRTUAL LEARNING OPPORTUNITIES

**TITLE:** Instructional Resource Teacher – Virtual Learning Opportunities

**REPORTS TO:** Assessment and Accountability Officer

**LOCATION:** Department of Assessment and Accountability

### NATURE OF WORK:

This is a professional position assigned to the Department of Assessment and Accountability with the primary responsibility of leading and supporting staff who are teaching students virtually. The IRT-VLO ensures results-driven instruction for students and assists in the deployment of all virtual learning opportunities including, but not limited to, the Schoology learning management system, Edgenuity, and/or other online learning technologies supported and approved by St. Mary's County Public Schools (SMCPS). The incumbent must be able to plan and implement support for all teachers to ensure student mastery as they progress through virtual learning opportunities. Support includes helping with technical components of the platforms along with best practices for integrating content and curriculum, analyzing data, and making sound instructional decisions to ensure student achievement.

### ESSENTIAL FUNCTIONS:

- Directs and evaluates student virtual learning experiences;
- Provides guidance to students to promote virtual education development and welfare;
- Supervises student activity on virtual platforms;
- Plans and coordinates the virtual instructional program in accordance with the current curricula and chosen SMCPS virtual platform(s);
- Works in conjunction with other instructional staff to improve virtual learning;
- Develops and conducts professional development to support virtual learning;
- Understands Maryland Career and College Readiness Standards, K-12;
- Provides teachers with relevant data on student performance and growth and helps make adjustments to instruction that complements the student's home-life balance;
- Responds to staff needs, addressing challenges with implementation, to support virtual learning;
- Organizes, plans, and provides direct instruction to staff to navigate virtual learning platforms; and
- Relates well to students, parents, colleagues, and the school community.

### DUTIES AND RESPONSIBILITIES:

- Fluent in virtual learning platforms used and adopted by SMCPS;
- Differentiates instruction to provide professional development and support based upon leadership direction that focuses on supporting all teachers with blended, concurrent learning;
- Provides staff professional development on virtual learning platforms;
- Understands Maryland Career and College Readiness Standards, K-12;
- Provides teachers with relevant data on student performance and growth and helps make adjustments to instruction that complements the student's home-life balance;
- Responds to staff needs for professional development for virtual learning;
- Provides support through the challenges of virtual and remote teaching and learning;
- Assists the Department of Curriculum and Instruction, Special Education, and other departments and sites in best practices for virtual learning;
- Models the use of technology in instruction and professional development;

- Works collaboratively with school administrators to provide support for online learning;
- Works collaboratively with other instructional staff to improve the delivery of virtual instruction;
- Analyzes and interprets data for student learning, professional development, and other areas to support virtual learning;
- Supports alternative virtual pathways such as Edgenuity for original credit and/or course recovery;
- Supports students accessing alternative virtual options such as those participating in a blended, 80/20 environment for original credit;
- Demonstrates the ability to assess, plan, and implement highly effective instruction in a virtual environment; and
- Conducts other duties as assigned.

**QUALIFICATIONS:**

- Possess an Advanced Professional Certificate (APC);
- Minimum of 3 years of teaching experience, preferably in online or blended environments;
- Have completed the MSDE Course - *Online Teaching in Maryland* (OTM) **OR** obtained the Google for Education Certified Educator Level 1;
- Demonstrate experience in online learning, asynchronous learning, and synchronous learning;
- Must be knowledgeable in educational technology and learning management systems;
- Demonstrate knowledge of curriculum, instruction, staff development, and assessment process
- Demonstrate knowledge of accountability measures to ensure student growth and achievement;
- Familiar with both Standards-Based Grading as well as traditional numeric grading;
- Possess the ability to relate well with students, colleagues, parents, and staff; and
- Possess the ability to learn and support new and evolving technologies.

**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