

ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

INSTRUCTIONAL RESOURCE TEACHER – ELEMENTARY AND MIDDLE

POSITION: Instructional Resource Teacher – Elementary and Middle

REPORTS TO: Site Administrator

LOCATION: Various Locations

NATURE OF WORK:

ESSENTIAL FUNCTIONS:

DUTIES AND RESPONSIBILITIES:

- Assumes major responsibility for the instructional support of the school's academic programs;
- 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 2018-2019 school year; **OR** a master's degree **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 instruction; and
- Letter of recommendation by principal/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