

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

## INSTRUCTIONAL RESOURCE TEACHER – MIDDLE SCHOOL MATHEMATICS

POSITION: Instructional Resource Teacher – Middle School Mathematics

REPORTS TO: Principal

LOCATION: To Be Determined

**NATURE OF WORK:** This is a professional position to meet the instructional goals of the school and school system by delivering instructional programs 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. An Instructional Resource Teacher may be placed in a classroom position on a short-term or long-term basis, as the needs of the system require.

### 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;
- 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 mathematics 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 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 mathematics and other content areas for parents, teachers, and other colleagues;
- Serves on the School Improvement Team (SIT) or other school leadership team(s); 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 (through submission of official transcripts); **OR** a master's degree **OR** National Board Certification, required;
- Bachelor's or Master's Degree in Mathematics, preferred;

- Minimum of four years of successful mathematics teaching experience;
- Knowledge of mathematics 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
- Current letter of recommendation by principal/immediate supervisor dated within the last twelve months.

**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