

ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

ECE INSTRUCTIONAL RESOURCE TEACHER AND COACH FOR PRE-KINDERGARTEN

POSITION: ECE Instructional Resource Teacher and Coach for Pre-Kindergarten
(ten-month assignment)

REPORTS TO: Chief of Equity, Engagement, and Early Access

LOCATION: EEEA and Elementary Schools

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 ECE instructional resource teacher and coach for Prekindergarten and Head Start 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;
- Participate in system-wide professional development to share at the school-level.
- Develop, implement, expand, and refine non-public programs;
- Strengthen, implement, and refine early childhood programs;
- Ability to develop, implement, expand, and refine ECE programs as they relate to the Prekindergarten Expansion Grant;
- Ability to strengthen, implement, and refine early childhood programs; and Ability to analyze data to impact instruction.

DUTIES AND RESPONSIBILITIES:

- This position will provide the following service for Pre-Kindergarten and Head Start eligible students and staff servicing these students:
- Serves as the Instructional lead and coach for ECE programs including full day Prekindergarten and the Head Start;
- Assumes major responsibility for the instructional professional development for full day Pre-Kindergarten programs;
- Facilitates collaborative team discussions and other data-based decision-making sessions with Pre-Kindergarten teachers, including Head Start at the direction of the Head Start Coordinator;
- Works collaboratively with all ECE staff and other administrative staff working with Prekindergarten and Head Start eligible students within the assigned school;

- Provides leadership in the ECE program implementation and prepares ECE required reports in a timely way;
- Models and provides coaching for other staff providing service to Pre-Kindergarten and Head Start eligible students, focusing on areas identified through the needs assessment, consultation process, and within the Blueprint for Maryland's Future;
- Provides mentoring and support for teachers and staff providing service to Prekindergarten and Head Start eligible students;
- Provides direct instruction to Pre-Kindergarten and Head Start students for small group interventions or extension programs as requested;
- Assists Pre-Kindergarten and Head Start teachers and parents with the administration and interpretation of formal and informal assessments;
- Conducts professional development for parents, ECE teachers, paraeducators, hourly aides, and other colleagues and ECE partners;
- Meets with the Chief of Equity, Engagement, and Early Access (EEEEA), the Director of Parent & Family Engagement (PFE), and school principals, on a regularly scheduled basis;
- Prepares ECE reports for submission to MSDE, to the ECE leadership team, and to the schools;
- Actively participates in ECE leadership meetings related to enrollment, admissions, achievement, and data analysis;
- Works with early childhood Pre-Kindergarten and Head Start staff and students to provide or support coaching services to increase student achievement and school readiness;
- Models best instructional strategies for SMCPs' early childhood staff in a developmentally appropriate manner focusing on Pre-Kindergarten and Head Start;
- Supports SMCPs' early childhood student assessment, administration, and analysis; and Other ECE responsibilities and duties as assigned.

QUALIFICATIONS:

- Possess advanced professional certificate or eligible to receive APC in the current school year;
- Holds a valid certificate in early childhood and certification as a reading specialist OR a master's degree in curriculum and instruction;
- Minimum of four years of successful teaching experience;
- ECE Instructional Resource Teacher experience required;
- Knowledge of curriculum and staff development including working knowledge of developmentally appropriate practice and research-based strategies for early childhood;
- Ability to relate well to students, colleagues, parents, and community members in public and nonpublic settings;
- Ability to maintain the integrity of the ECE program; and
- Experience with Pre-Kindergarten programs preferred.

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

Updated 07.2022