

ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

INTERIM ALTERNATIVE EDUCATION CLASSROOM INSTRUCTOR

POSITION: Interim Alternative Education Classroom Instructor

REPORTS TO: Site Administrator

LOCATION: Virtual Academy

NATURE OF WORK:

This is a professional position to meet the instructional goals of the Interim Alternative Education Classroom (IAEC)/Virtual Academy (VA) by delivering instructional programs effectively to ensure student achievement. Due to the wide range in age, aptitude, and level of educational achievement of students in IAEC/VA, instruction is given at various grade levels ranging from middle school through high school. This position will require individuals to be on-site at the Virtual Academy building to provide small group and/or 1-on-1 in-person instruction, meet with students and/or parents/guardians, and participate in planning for high-quality instruction and assessment.

ESSENTIAL FUNCTIONS:

- Deliver academic instruction and assessments to students both virtually and in-person;
- Teach academic subjects virtually and may teach elective subjects or physical education virtually;
- Utilize Edgenuity Courses and Schoology courses for instruction, to include grading any specific assignments not auto graded;
- Meet with students through a Google Meet setting to provide instructional support on all content;
- Work with the VA liaison to ensure instruction is targeted to meet the needs of the student while assigned to IAEC/VA;
- Work with the VA liaison for elective courses that are not on Edgenuity to ensure instruction continues within the Schoology platform;
- Provide grades to the VA liaison at the conclusion of the IAEC placement and/or end of marking periods;
- Work with other Virtual Academy staff, administration, and various central office Departments of Instruction to facilitate individualized support on either an academic, behavioral, and/or social-emotional level;
- Determine or interpret student academic deficiencies and select instructional materials and teaching techniques to meet individual or group needs;
- Direct and evaluate student learning experiences;
- Provide guidance to student to promote social and education development;
- 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;
- Effectively utilize online learning platforms including but not limited to Edgenuity, Schoology and Google Meet.
- Communicate with parents/guardians, school staff, and colleagues; and
 - Maintain student records in a confidential manner.

DUTIES AND RESPONSIBILITIES:

The teacher will work under the direction of the administration, supervisors, and coordinators. The teacher will provide instruction in various content areas. As part of the duties, the teacher will:

- Work collaboratively with all program staff;

- Prepare appropriate learning activities;
- Monitor and evaluate student progress;
- Maintain communication with administration, students, and parents/guardians as appropriate;
- Maintain confidentiality of student records and personal information;
- Maintain a safe and orderly environment for staff, students, and parents/guardians;
- Take part in professional development activities;
- Maintain current lesson plans;
- Be flexible to meet the needs of the assigned IAEC students;
- Collect and maintain student data to include attendance and assessments; and
- Provide opportunities for students and parents/guardians to access, when needed, in-person and/or small-group instruction, office hours, and conferences.

QUALIFICATIONS:

- Possess a valid Maryland Educator Certificate in one of the following content areas: Grades 7-12 English, Social Studies, Mathematics, Science, or other secondary content area certification;
- Possess a Bachelor's degree, required, and;
- Possess the ability to relate well with students, colleagues, parents, and staff.

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

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