

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

## SPECIAL EDUCATION INTERIM ALTERNATIVE EDUCATION CLASSROOM TEACHER

POSITION: Special Education 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;
- Analyze data to make instructional decisions;
- Monitor and report progress on goals and objectives;
- Deliver specialized instruction in reading, math, written language, organization and behavior management;
- Case manage students with IEPs;
- Knowledge of IDEA disabilities and how they can impact academic achievement and behavior;
- Knowledge of how disabilities may manifest themselves in the classroom;
- Knowledge of grade level curriculum and classroom expectations;
- 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:

- Ensure that all IEPs are implemented appropriately;
- Collaborate with general educators to ensure students have access to grade level curriculum;
- Provide positive communication to team members and families about student progress and achievement;
- Collect and analyze data to monitor progress, determine and report present levels of performance and to develop appropriate goals and objectives;
- Complete standardized assessments and formal reports for IEP teams to review;
- Collaborate with general educators to disseminate information about student needs to determine what differentiate strategies to use in each lesson;
- Utilize assessment data to determine instructional strategies;
- Perform frequent formal and informal assessments to monitor instructional and IEP objectives;
- Consider modifications and the scaffolding necessary for each student to access the grade level curriculum;
- Work collaboratively with general educators to develop lessons and assessments for students with disabilities;
- 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; 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 with special education endorsement;
- 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