

ST. MARY'S COUNTY PUBLIC SCHOOLS NON-CERTIFICATED POSITION DESCRIPTION

TEACHER APPRENTICE (Grant-Funded)

POSITION: Teacher Apprentice (Grant-Funded)

REPORTS TO: Office of Strategic Planning & Communications

LOCATION: Various Sites

NATURE OF WORK:

The Teacher Apprentice provides classroom instructional support and collaborates with staff in the process of learning and developing skills as a future teacher. The Apprentice role provides opportunities for learning and application of skills as part of a preparation program to become a certified teacher.

ESSENTIAL FUNCTIONS:

- Possess the ability to work collaboratively with classroom teachers;
- Possess the ability to work independently to support the instructional goals of the students and class as required;
- Possess the ability to facilitate small group or individual student learning activities, lead instructional tasks in a co-teaching model, support classroom management, and supervise students as required.

DUTIES AND RESPONSIBILITIES:

Apprentices will be assigned to support the non-tenured and conditionally certified teachers to provide co-teaching, small group instruction, classroom management, and monitoring classes while conditionally certified teachers are out of the classroom for professional development including instructional walkthroughs and observations. Specific assignments may change throughout the school year. As part of the duties, the apprentice will:

- Meet regularly with teachers to develop plans for meeting instructional objectives;
- Provide coverage to facilitate school mentoring and observations;
- Observe instruction for professional growth;
- Support classroom management procedures;
- Assist in developing learning activities with the teacher;
- Assist in the supervision of students and other school related activities;
- Prepare and support appropriate learning activities, stations, materials;
- Attend ongoing professional development sessions; and
- Continue enrollment in coursework toward teacher certification.

QUALIFICATIONS:

Apprentice I

- Completed a Teacher Academy of Maryland program and graduated from high school and currently enrolled in a program leading to teacher certification from an accredited college or university (documentation from the college or university verifying active enrollment must be submitted at time of application); or
- Earned a minimum of 40 credits in a program leading to teacher certification from an accredited college or university (documentation from the college or university verifying anticipated completion must be submitted at time of application); or
- Obtained an associate's degree and enrolled in a program leading to teacher certification from an accredited college or university (documentation from the college or university verifying anticipated completion must be submitted at time of application).

Apprentice II

- Must be within two years of completion of a degreed program leading towards teacher certification (documentation from the college or university verifying anticipated completion must be submitted at time of application).

Apprentice III

- Earned a bachelor's degree and currently enrolled in a program leading to teacher certificate (documentation from the college or university verifying anticipated completion must be submitted at time of application); or
- Completed a program leading to teacher certification (transcripts indicating completion of program must be submitted at time of application).

TERM OF EMPLOYMENT:

Full-time, ten-month position. Grant funded for the 2022-2023 and 2023-2024 school years.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 15 (Apprentice I), Range 17 (Apprentice II), Range 19 (Apprentice III).

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 06.2022