

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

## GRANT FUNDED TITLE I INSTRUCTIONAL COACH AND INTERVENTIONIST

**POSITION:** Grant Funded Title I Instructional Coach and Interventionist

**REPORTS TO:** Site Administrator(s)

**LOCATION:** Lexington Park Elementary School

**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. This position works with and interacts with other staff to provide additional supports, conduct assessments of students, administer small-group instruction, and provide professional development.

### 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;
- Interact in a positive manner with students, staff, and parents/guardians;
- Complete necessary reports timely;
- Plan and deliver professional development; and
- Report to work on-time and daily.

**DUTIES AND RESPONSIBILITIES:** This position will provide the following service for Title I eligible students and staff servicing these students:

- Assumes major responsibility for the instructional support of Title I- academic programs;
- Facilitates collaborative team discussions and other data-based decision-making sessions;
- Works collaboratively with all Title I staff and support service providers working with students within the assigned school;
- Provides leadership in Title I program implementation and prepares Title I required reports in a timely way;
- Models and provides coaching for other staff providing service to students, focusing on areas identified through the Title I needs assessment;
- Provides mentoring and support for teachers and staff providing service to students;
- Provides direct instruction to students for small group interventions or extension programs;
- Supports classroom teachers, with the administration and interpretation of formal and informal assessments;
- Conducts professional development for parents, teachers, and other colleagues;
- Relates well to students, colleagues, parents, and community members;
- Analyzes data to impact instruction;
- Possess strong organizational skills and attention to detail;
- Demonstrates ability to integrate technology in instruction;

- Supports the full implementation of the IRLA Framework & Responsive Classroom social-emotional framework as well as other social emotional programs
- Serves on the School Improvement Team (SIT); and
- Other duties as assigned.

**QUALIFICATIONS:**

- Possess advanced professional certificate or eligible to receive APC in 2018-2019 school year, required;
- Holds valid endorsement in elementary education, required;
- Minimum of four years of successful teaching experience, required;
- Title I experience required;
- Letter of recommendation by current principal/immediate supervisor, required;
- Holds a Master's degree in curriculum and instruction or reading specialist, preferred; and
- Knowledge of curriculum and staff development.

**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

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