

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

## VIRTUAL ACADEMY TEACHER – GENERAL EDUCATION

**POSITION:** Virtual Academy Teacher – General Education

**REPORTS TO:** Academic Dean

**LOCATION:** Virtual Academy

**NATURE OF WORK:**

Provide instruction to students with a focus on academic achievement through a virtual or online platform. This is a professional position to meet the instructional needs of students participating in virtual instructional programs. 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. The Virtual Academy Teacher will provide instruction to students in grades 3-12, in various content areas.

**ESSENTIAL FUNCTIONS:**

- Deliver academic instruction and assessments to students both virtually and in-person;
- Care for school property;
- Supervise student activities on school property;
- 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;
- Maintains confidentiality of student records and personal information;
- Maintain a safe and orderly environment for staff, students, and parents/guardians;
- 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 the grade level/content area to be taught or qualify for conditional certification issued by the Maryland State Department of Education (MSDE);
- Possess a Bachelor's degree, required; and
- Possess the ability to relate well to students, colleagues, parents, and the school community.

**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