

ST. MARY'S COUNTY PUBLIC SCHOOLS  
CERTIFICATED POSITION DESCRIPTION

TEACHER 12-MONTH

POSITION: Teacher 12-Month

REPORTS TO: Site Administrator

LOCATION: Various Sites

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.

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; and
- Plan and coordinate the instructional program in accordance with the current curricula.

DUTIES AND RESPONSIBILITIES:

- Participate in co-curricular activities;
- Maintain accurate student attendance;
- Assist students with learning activities;
- Take part in professional development activities;
- Cooperate with students and staff;
- Maintain open lines of communications with students, staff and parents; and
- Maintain current lesson plans.

QUALIFICATIONS:

- Possess professional certification for the appropriate teaching level;
- Demonstrate knowledge of curriculum, instruction, staff development, and assessment process; 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 twelve-month employees.

BARGAINING UNIT: EASMC