

ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

TEACHER ACADEMY OF MARYLAND INSTRUCTOR

POSITION: Teacher Academy of Maryland Instructor

REPORTS TO: Site Administrator

LOCATION: Dr. James A. Forrest Career and Technology Center

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. The Teacher Academy of Maryland is designed for students who intend to pursue a career as an elementary, middle, or high school teacher. Academy coursework focuses on development and learning theory, positive and effective classroom management and discipline, curriculum delivery models, and the creation of developmentally appropriate curriculum and learning environments.

ESSENTIAL FUNCTIONS:

- Direct and evaluate student learning experiences;
- Focus of instruction is on the profession of teaching. Emphasis is placed on identifying the current historical, philosophical, and social perspectives of American education, including trends and issues;
- Supervision and evaluation of students completing field internships;
- Provide guidance to students to promote education development and welfare;
- Provide care and protection of school property;
- Plan and coordinate the instructional program in accordance with the Teacher Academy of Maryland curricula;
- Recruit Potential Teacher Academy students as the program expands;
- Offer informational sessions to potential students and their families; and
- Work collaboratively and co-teach with the other TAM instructor.

DUTIES AND RESPONSIBILITIES:

- Implements the Teacher Academy of Maryland curriculum with fidelity;
- Plans and provides appropriate learning experiences for students;
- Supervises students in a variety of school-related settings;
- Monitors and evaluates students outcomes;
- Communicates and interacts with students, parents, staff, and community;
- Actively facilitates the expansion of the Teacher Academy;
- Develops, selects, and modifies instructional plans and materials to meet the needs of all students;
- Provides an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of children;
- Strives to improve professional competence through staff development;
- Maintains appropriate records and follows required procedures and practices;
- Monitors appropriate use and care of equipment, materials, and facilities;
- Maintains accurate student attendance;
- Manages scheduling, recruitment events, and communication related to the Teacher Academy with the other TAM instructor;
- Works with community sponsors to solicit scholarships for Teacher Academy students to continue their education in a teacher education program; and.

- Other duties as assigned.

QUALIFICATIONS:

- Possess Advanced Professional Certification;
- Must have completed Levels 1 and 2 of the Teacher Academy of Maryland Institute training, or be willing to complete the needed levels at the next available training;
- Preference will be given to current benefitted SMCPs employees;
- Demonstrate knowledge of curriculum, instruction, staff development, and assessment process;
- Demonstrate the ability to relate well to students, teachers, parents, and community members;
- Demonstrate exemplary organizational, management, and relevant technology skills;
- Ability to project a positive image to the public;
- Ability and willingness to present information about the Teacher Academy Program to a variety of stakeholders in multiple settings; and
- Demonstrate the ability to communicate effectively, both orally and in writing.

TERM OF EMPLOYMENT:

Full-time ten-month position

SALARY GRADE RANGE:

The salary for this position will be based on EASMC salary schedule (#1) for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 03.20.2023