

ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

INSTRUCTIONAL RESOURCE TEACHER – VIRTUAL LEARNING OPPORTUNITIES

TITLE: Instructional Resource Teacher – Virtual Learning Opportunitites

REPORTS TO: Supervisor of Virtual Learning

LOCATION: Department of Assessment and Accountability

NATURE OF WORK:

This is a professional position assigned to the Department of Assessment and Accountability serving under the Chief Academic Officer with the primary responsibility of leading and support staff with all district wide Educational Technology platforms including (but not limited to) Schoology, Edgenuity, Clever, Kami, EdPuzzle. The IRT ensures results-driven instruction for students and assists in the deployment of all Educational Technologies approved by St. Mary's County Public Schools (SMCPS). The incumbent must be able to plan and implement professional development and supports for all teachers to ensure student mastery through blended instruction. Support includes helping with technical components of the platforms along with best practices for integrating content and curriculum, analyzing data, and making sound instructional decisions to ensure student achievement.

ESSENTIAL FUNCTIONS:

- Directs and evaluates student virtual learning experiences;
- Organizes, plan, and implement digital integration for the purpose of rigorous and engaging lessons;
- Provides professional development and support for staff based on the areas of strengths and weaknesses of integration with Schoology and other only educational technology platforms;
- Provides guidance to students to promote virtual education development and welfare;
- Supervises student activity on virtual platforms;
- Plans and coordinates the virtual instructional program in accordance with the current curricula and chosen SMCPS virtual platform(s);
- Works in conjunction with other instructional staff to improve virtual and blended learning;
- Develops and conducts professional development to support virtual and blended learning;
- Understands Maryland Career and College Readiness Standards, K-12;
- Provides teachers with relevant data on student performance and growth and helps make adjustments to instruction that complements the student's home-life balance;
- Responds to staff needs, addressing challenges with implementation, to support virtual and blended learning;
- Fluent in virtual learning platforms used and adopted by SMCPS;
- Possess knowledge of Standards-Based and traditional numeric grading;
- Works collaboratively with School based Liaisons and site-level administrators to provide support of the usages of Schoology and other educational technology platforms;
- Works in conjunction with other instructional staff to improve the delivery of instruction;
- Participates in system-wide professional development to share at the school-level;
- Works remotely at various schools and office locations with a primary assignment of the Virtual Academy
- Interacts with staff in 1-to-1, small, and large group settings;
- Analyzes and interprets data for student learning, professional development, and other areas;
- Possess the ability to relate well with students, colleagues, parents, and staff;
- Possess the ability to learn and support new and evolving technologies;
- Organizes, plans, and provides direct instruction to staff to navigate virtual learning platforms; and

- Relates well to students, parents, colleagues, and the school community.

DUTIES AND RESPONSIBILITIES:

- Differentiates instruction to provide professional development and support based upon leadership direction that focuses on supporting all teachers with blended, concurrent learning;
- Provides staff professional development on virtual learning platforms;
- Understands Maryland Career and College Readiness Standards, K-12;
- Provides teachers with relevant data on student performance and growth and helps make adjustments to instruction that complements the student's home-life balance;
- Responds to staff needs for professional development for virtual and blended learning;
- Provides support through the challenges of virtual and remote teaching and learning;
- Assists the Department of Curriculum and Instruction, Special Education, and other departments and sites in best practices for virtual and blended learning;
- Models the use of technology in instruction and professional development;
- Works collaboratively with school administrators to provide support for online learning;
- Works collaboratively with other instructional staff to improve the delivery of virtual and blended instruction;
- Analyzes and interprets data for student learning, professional development, and other areas to support virtual and blended learning;
- Supports alternative virtual pathways such as Edgenuity for original credit and/or course recovery;
- Supports students accessing alternative virtual options such as those participating in a blended, 80/20 environment for original credit;
- Demonstrates the ability to assess, plan, and implement highly effective instruction in a virtual environment; and
- Conducts other duties as assigned.

QUALIFICATIONS:

- Possess an Advanced Professional Certificate (APC);
- Minimum of 4 years of successful teaching experience, using learning management platforms such as Moodle, Blackboard, Schoology, Google Classroom, etc, **and** use of classroom technologies such as SMART boards/SMART IQ, Promethean Boards, iPads, laptops, etc., in addition to using educational technologies such as Edgenuity, EdPuzzle and/or Kami; and
- Have completed the MSDE Course - *Online Teaching in Maryland* (OTM) **OR**
- Obtained the Google for Education Certified Educator Level 1.

TERM OF EMPLOYMENT:

Full-time eleven-month position

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the EASMC salary schedule for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

06.15.2023