

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

## INSTRUCTIONAL RESOURCE TEACHER –INDUCTION AND MENTORING 11 Month

**POSITION:** Instructional Resource Teacher - Teacher Induction and Mentoring  
(eleven-month assignment)

**REPORTS TO:** Chief Strategic Officer

**LOCATION:** Office of Strategic Initiatives

### **NATURE OF WORK:**

This is a professional position with primary responsibilities to include designs, delivers, and evaluates new teacher induction support programs with the Office of Strategic Planning and Communications.

### **ESSENTIAL FUNCTIONS:**

- Designs, delivers, and evaluates new teacher induction support programs.
- Coordinates new teacher professional development activities and programs.
- Facilitates pre-service placement and future teacher programs with college partners.
- Utilizes technology to support professional development efforts.
- Works independently to carry out the goals and initiatives set forth by the system.
- Works remotely at various schools and office locations throughout St. Mary's County Public Schools (SMCPS).
- Interacts with staff in 1-on-1, small, and large group settings.
- Analyzes and interprets data for student learning, professional development, and other areas.

### **DUTIES AND RESPONSIBILITIES:**

- Assists the with system-wide new teacher professional development.
- Participates on system, state, and community initiatives relative to staff or professional development.
- Supports non-tenured/new teacher professional development for schools aligned with school improvement plans, and in collaboration with all other school system departments and offices.
- Facilitates non-tenured/new teacher induction, including mentoring, virtual learning experiences, and seminars in collaboration with other departments.
- Assists in coordinating continuing professional development programs and experiences as appropriate.
- Models and provides coaching for other staff members, focusing on areas identified through the staff development needs assessment and on identified high level skills essential for student success.
- Conducts professional development and formal presentations.
- Models the use of technology in instruction and professional development.
- Provides leadership and support in program implementation and prepares required reports in a timely manner.
- Utilizes data to assist staff with developing and refining instructional practices to enhance student learning and achievement.

- Collects and analyzes data and feedback from professional development sessions for reflection and refinement.
- Maintains and manages a budget for professional development, induction, and mentoring.
- Other duties and responsibilities as assigned.

**QUALIFICATIONS:**

- Possess advanced professional certificate or eligible to receive APC in current school year (through submission of official transcripts);
- Preference given to candidates who hold a Master's degree **OR** is a National Board Certified Teacher;
- Minimum of four (4) years of successful teaching experience;
- Demonstrate knowledge of current instructional and curricular methodologies, PreK-12, and current research related to staff development; and
- Letter of recommendation by principal/immediate supervisor dated within the last twelve months.

**TERM OF EMPLOYMENT:**

Full-time eleven-month position.

**SALARY GRADE RANGE:**

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

**BARGAINING UNIT ELIGIBILITY:** EASMC

06.21.2023