ST. MARY’S COUNTY PUBLIC SCHOOLS
CERTIFICATED POSITION DESCRIPTION

INSTRUCTIONAL RESOURCE TEACHER - CHESAPEAKE PUBLIC CHARTER SCHOOL

POSITION: Instructional Resource Teacher –Chesapeake Public Charter School
(ten-month assignment)

REPORTS TO: Site Administrator

LOCATION: Chesapeake Public Charter School

NATURE OF WORK:
This is a professional position to meet the instructional goals of the school and school system by delivering instructional programs, both virtually and in-person, effectively to ensure student achievement. The Instructional Resource Teacher also works with other staff within individual schools to mentor, model, guide, and enhance the delivery of instruction to students and/or work with individual students or small groups to provide focused instruction. An Instructional Resource Teacher may be placed in a classroom position on a short-term or long-term basis, as the needs of the system require.

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;
▪ Plan and coordinate the instructional program in accordance with the current curricula;
▪ Work in conjunction with other instructional staff to improve delivery of instruction;
▪ Deliver focused instruction to individual students or small groups of students;
▪ Knowledge of curriculum and staff development;
▪ Ability to relate well to students, colleagues, parents, and community members;
▪ Ability to develop and implement school wide programs;
▪ Ability to analyze data to impact instruction; and
▪ Demonstrated ability to integrate technology in both virtual and in-person instruction; and
▪ Participate in system-wide professional develop to share at the school-level.

DUTIES AND RESPONSIBILITIES:
▪ Assumes major responsibility for the instructional support of the school’s academic programs;
▪ Supports the implementation of virtual instruction through modeling, coaching and professional development;
▪ Facilitates collaborative team discussions and other data-based decision-making sessions;
▪ Works collaboratively with all staff and support service providers within the assigned school;
▪ Provides leadership in program implementation and prepares required reports in a timely way;
▪ 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;
▪ Provides mentoring and support for new teachers;
▪ Provides direct instruction to students for reading, writing, mathematics, and other content areas, through small group interventions or extension programs;
▪ Assists classroom teachers with the administration and interpretation of formal and informal assessments;
▪ Conducts professional development and formal presentations on literacy, mathematics, science and other content areas for parents, teachers, and other colleagues;
• Serves on the School Improvement Team (SIT) or other school-based leadership teams; and
• Performs other school-based and system-level 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 in curriculum and instruction or related content area; OR is a National Board-Certified Teacher;
• Minimum of four (4) years of successful teaching experience; and
• Current letter of recommendation by principal/immediate supervisor dated within the last twelve months.

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 ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

07.11.2023