

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION**

Forrest Center Vocational Support Services Teacher

POSITION: Forrest Center Vocational Support Services Teacher

REPORTS TO: Principal

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

NATURE OF WORK:

This is a professional position to meet the instructional goals of the Forrest Center and the school system by delivering instructional programs effectively to ensure student achievement.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

DUTIES AND RESPONSIBILITIES:

- Assists with Referrals for PST/504 students to Vocational Evaluations
- Assists IEP Teacher with providing interventions and accommodations for both IEP and 504 students
- Works closely with instructors to develop strategies for students to better assure success in their Forrest Center program
- Monitors grades and attendance for struggling students
- Assists with case management for students with 504 plans and provides direct support and accommodations for students
- Provides mentoring for "at risk" students
- Assists with the services provided to the 9th grade Tech Connect students
- Assists with orientation visits for potential Tech Connect students
- Assists with the application process for the Tech Connect students who are interested in applying for the Forrest Center
- Provides academic support, directs tutoring, HAC checks, and organizational strategies for success for Forrest Center and home school classes

- Assists with High School information activities to promote the Forrest Center during:
 - Rising Freshman Nights,
 - High School Video Tours, and
 - Application Visits
- Assists with the Forrest Center Tech Expo
- Assists with organization of special events and award ceremonies at the Forrest Center
- Assists with student and staff incentive activities (Bulldog Bistro)
- Participates as a member of the Forrest Center Application Committee
- Serves as a member of the School Improvement Team
- Assists as a member of the Forrest Center MTSS Team
- Participates in the monthly Student Team meetings
- Serves on the School Crisis Team
- Serves on the Student of the Month Committee (Bulldogs)
- Provides support to the administration for Commencement duties
- Coordinates SkillsUSA fundraising activities
- Assists with Breakfast with Santa Activities
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

REQUIRED:

- Professional License/Certification
- Minimum of four (4) years teaching experience
- National Board Certified OR Master's degree OR 30-semester credits post-baccalaureate

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC teacher career ladder for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated: 07.2024