

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

TEACHER 12-MONTH

POSITION: Teacher 12-Month

REPORTS TO: Site Administrator

LOCATION: Various Sites

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.

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
- Ability to direct and evaluate student learning experiences
- Ability to provide guidance to students to promote education development and welfare
- Ability to coordinate the instructional program in accordance with the current curricula

DUTIES AND RESPONSIBILITIES:

- Provides care and protection of school property
- Supervises student activity on school property
- Participates in co-curricular activities
- Maintains accurate student attendance
- Assists students with learning activities
- Takes part in professional development activities
- Cooperates with students and staff
- Maintains open lines of communications with students, staff, and parents
- Maintains current lesson plans
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's Degree

Preferred:

- Eligibility for professional certification/licensure of the appropriate grade and or content

TERM OF EMPLOYMENT:

Full-time ten-month position

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

BARGAINING UNIT ELIGIBILITY: EASMC

Updated: 04.2025, 07.2024