

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

**ACADEMIC SUCCESS MENTOR TEACHER FOR COMMUNITY SCHOOL -
ELEMENTARY**

POSITION: Academic Success Mentor Teacher for Community School – Elementary
(ten-month assignment)

REPORTS TO: Supervisor of Student Services and Special Programs

LOCATION: Various Locations

NATURE OF WORK:

This is a professional position to meet the instructional needs identified through the Community School Needs Assessment and school system. The Academic Success Mentor Teacher will effectively deliver instructional programs and work with school administrators and staff to enhance, mentor, model, and guide, the delivery of individual and small-group instruction. The Academic Success Mentor Teacher will regularly analyze data to identify students' academic needs and support instructional strategies and materials for the teaching staff participating in the Community School OST (Out of School Time) and Family Engagement programs.

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:

- Directs and evaluates student learning experiences
- Provides guidance to students to promote education development and welfare
- Participates in system-wide professional development to share at the school-level
- Collaborates with Community School personnel and participates in Community School focus group meetings
- Assumes responsibility for the instructional support of the school's academic programs and OST
- Supports and improves the implementation of instruction through conjunction with other instructional staff, modeling, coaching, and professional development
- Plans and coordinates the instructional program in accordance with the current curricula
- 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 manner
- Models and provides coaching for other staff members, focusing on areas identified through the needs assessment essential for student success
- Provides mentoring and support for all teachers including OST program staff
- 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
- Analyzes assessment data to structure academic interventions and enrichment activities designed to meet the needs for student achievement
- Plans and delivers professional development and formal presentations on literacy, mathematics, science, and other content areas for parents, teachers, and other colleagues
- Provides care and protection of school property
- Supervise student activity on school property
- Serves on the School Improvement Team (SIT) or other school-based leadership teams
- Performs other school-based and system-level responsibilities as assigned

QUALIFICATIONS:

Required:

- Professional License/Certification
- Four (4) years of successful teaching experience

Preferred:

- 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 03.2025, 05.2025