

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

Forrest Center Vocational Clinical Intern Support Teacher

POSITION: Forrest Center Vocational Clinical Intern Support 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 school and school system by delivering instructional assistance to students and staff in Career and Technology 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
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- 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 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
- Ability to model and provide 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
- Ability to assist teachers with the development of content specific curriculum and instruction
- Ability to plan and coordinate the instructional program in accordance with the current CTE curricula
- Ability to develop and implement job procurement lessons and activities for students

DUTIES AND RESPONSIBILITIES:

- Works in tandem with program instructors and business representatives or trainers to develop program standards, competencies, and curriculum for clinical experiences
- Plans, organizes, and coordinates the Forrest Center Interview Fair
- Assists with the Forrest Center Tech Expo
- Participates as a member of the Forrest Center Application Committee
- Assists with the monthly Student Team meetings
- Provides support to the administration for Commencement duties and responsibilities
- Coordinates communication between clinical mentor/trainer and program instructor when appropriate
- Arranges transportation for clinical experience when necessary

- Communicates with Career and Technology program instructors regarding the needs of the students prior to beginning a clinical experience
- Communicates with Career and Technology Supervisor and counselors to ensure students receive credit for successful completion of clinical experience
- Assists with student's final evaluation using input from mentors and trainers
- Assumes shared responsibility for the instructional support of the school's academic programs
- Maintains accurate Clinical student attendance
- Assists students with learning activities specific to their course of study
- Participates in professional development activities
- Coordinates the FCTC Interview Fair
- Supervises student activities on and off of school property
- Cultivates relationships with the business community and establishes partnerships
- Manages the Program Advisory Activities in coordination with the Forrest Center teachers
- Works cooperatively with Community Industry Professionals and Forrest Center staff to assist with student clinical opportunities
- Assists with monitoring student progress in Clinical experiences
- Demonstrates knowledge of curriculum, instruction, staff development, and assessment process
- Works in tandem with program instructors and business representatives or trainers to develop program standards, competencies, and curriculum for clinical experiences
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Professional Certificate/License in a Career and Technology area of endorsement
- Four (4) years Career and Technology teaching experience
- National Board Certified OR Master's degree OR 30-semester credits post-baccalaureate

Preferred:

- Qualified SMCPs Mentor Teacher

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

Revised: 07.2024, 05.2025