

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

TEACHER APPRENTICE GRANT FUNDED

POSITION: Teacher Apprentice Grant Funded

REPORTS TO: Office of Strategic Initiatives

LOCATION: Various Sites

NATURE OF WORK:

The Teacher Apprentice provides classroom instructional support and collaborates with staff in the process of learning and developing skills as a future teacher. The Apprentice role provides opportunities for learning and application of skills as part of a preparation program to become a certified/licensed teacher.

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
- Ability to work under pressure
- Ability to work collaboratively with classroom teachers
- Ability to work independently to support the instructional goals of the students and class as required
- Ability to facilitate small group or individual student learning activities, lead instructional tasks in a co-teaching model, support classroom management, and supervise students as required.
- Ability to complete coursework toward a degree leading to teacher certification.

DUTIES AND RESPONSIBILITIES:

Apprentices will be assigned to support the non-tenured and conditionally certified teachers to provide co-teaching, small group instruction, classroom management, and monitoring classes while conditionally certified teachers are out of the classroom for professional development including instructional walkthroughs and observations. Specific assignments may change throughout the school year. As part of the duties, the apprentice will:

- Meets regularly with teachers to develop plans for meeting instructional objectives
- Provides coverage to facilitate school mentoring and observations
- Observes instruction for professional growth
- Supports classroom management procedures
- Assists in developing learning activities with the teacher
- Assists in the supervision of students and other school related activities
- Prepares and supports appropriate learning activities, stations, materials

- Attends ongoing professional development sessions
- Demonstrates competencies related to growth as a potential teacher
- Continues enrollment in coursework toward teacher certification
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Apprentice I

- Completed a Teacher Academy of Maryland program and graduated from high school and currently enrolled in a program leading to teacher certification from an accredited college or university (documentation from the college or university verifying active enrollment must be submitted at the time of application) OR
- Earned a minimum of 40 credits in a program leading to teacher certification from an accredited college or university (documentation from the college or university verifying anticipated completion must be submitted at the time of application)

Apprentice II

- Must be within two years of completion of a degreed program leading towards teacher certification (documentation from the college or university verifying anticipated completion must be submitted at the time of application) OR
- Obtained an associate's degree and enrolled in a program leading to teacher certification from an accredited college or university (documentation from the college or university verifying anticipated completion must be submitted at the time of application)

Apprentice III

- Earned a bachelor's degree and currently enrolled in a program leading to teacher certificate (documentation from the college or university verifying anticipated completion must be submitted at the time of application) OR
- Completed a program leading to teacher certification (transcripts indicating completion of program must be submitted at the time of application).

TERM OF EMPLOYMENT:

Full-time, ten-month position.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 17/Apprentice I, Range 19/Apprentice II, Range 21/Apprentice III.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025