

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

**EARLY CHILDHOOD INSTRUCTIONAL INTERVENTIONIST PRE-
KINDERGARTEN EXPANSION (Grant-Funded)**

POSITION: Early Childhood Instructional Interventionist Pre-Kindergarten Expansion
(Grant-Funded)

REPORTS TO: Director of Title I and Community Engagement

LOCATION: George Washington Carver and Green Holly Elementary Schools

NATURE OF WORK: This is a professional position to meet the instructional goals of the school and school system by facilitating and delivering instructional interventions effectively to ensure student achievement specifically for Pre-Kindergarten 4 at GWCES and GHES classes included in the Pre-K Expansion Grant. This position works with and interacts with other staff to provide additional support, conduct assessments of students, administer small-group instruction, provide professional development for parents, teachers, and support staff, and provide classroom coverage with the Pre-Kindergarten Expansion Grant schedule.

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 provide guidance to students to promote education development and welfare
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- 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

DUTIES AND RESPONSIBILITIES:

- Assumes major responsibility for the instructional support of the Pre-K Expansion grant initiatives
- Directs and evaluates student learning experiences
- Supervises student activity on school property
- Plans and coordinates the instructional program in accordance with the current curricula under the direction of the Chief, Director of Parent Family Engagement, the school principals, and the ECE Instructional Resource Staff

- Facilitates and supports collaborative team discussions and other data-based decision-making sessions
- Works collaboratively with all Early Childhood staff and support service providers working with students within Pre-Kindergarten Expansion schools
- Provides leadership in grant implementation and prepares the required reports in a timely manner
- Models and provides coaching for other staff providing service to students, focusing on areas identified through the needs assessment
- Provides mentoring and support for teachers and staff providing service to students
- Provides direct instruction to students for small group interventions or extension programs
- Supports classroom teachers, with the administration and interpretation of formal and informal assessments
- Conducts professional development for parents, teachers, and support staff as requested
- Relates well to students, colleagues, parents, and community members.
- Analyzes data to impact instruction
- Provides student supervision and classroom coverage to Pre-Kindergarten staff
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Professional License/Certification or eligible to receive professional license/certification
- Four (4) years teaching experience
- National Board Certified OR Master's degree OR 30-semester credits post-baccalaureate
- Holds valid endorsement in early childhood education or a related field

Preferred:

- Teaching experience in early childhood

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, 05.2025