

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

ECE Instructional Resource Teacher and Coach for Pre-Kindergarten

POSITION: ECE Instructional Resource Teacher and Coach for Pre-Kindergarten

REPORTS TO: Chief Academic Officer

LOCATION: Department of Curriculum and Instruction

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. The ECE instructional resource teacher and coach for Pre-Kindergarten works with early childhood staff and private providers to mentor, model, guide, and enhance instructional delivery. The ECE Instructional Resource Teacher and Coach may provide instruction to students and/or work with individual or small groups of students to provide focused instruction.

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 exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community in public and private childcare settings
- Ability to maintain the integrity of the ECE program and strengthen, develop, implement, expand, and refine ECE programs as they relate to Pillar I of the Blueprint for Maryland's Future
- Ability to analyze data to impact instruction
- 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
- Possess knowledge of curriculum and staff development, including working knowledge of developmentally appropriate practice and research-based strategies for early childhood

DUTIES AND RESPONSIBILITIES:

- Provides service for Pre-Kindergarten eligible students and staff servicing these students
- Plans and coordinates the instructional program following the current curricula at the direction of the Chief Academic Officer
- Directs and supports student learning experiences
- Guides staff and students to promote educational development and welfare

- Provides care and protection of school property
- Supervises student activity on school property
- Works in conjunction with other instructional staff to improve the delivery of instruction
- Delivers direct instruction to Pre-Kindergarten for small group interventions or extension programs as requested
- Assumes major responsibility for the instructional professional development of full-day Pre-Kindergarten programs
- Facilitates professional development for parents, ECE teachers, paraeducators, and other colleagues, private providers, and ECE partners
- Participates in system-wide professional development to share at the school level
- Strengthens, implements, expands, and refines early childhood programs with a focus on full day Pre-Kindergarten
- Supports the recruitment, application, and enrollment process for the Pre-Kindergarten program
- Serves as the Instructional lead and coach for ECE programs, primarily the full-day Pre-Kindergarten program
- Facilitates collaborative team discussions and other data-based decision-making sessions with Pre-Kindergarten teachers
- Works collaboratively with all ECE staff and other administrative staff working with the Pre-Kindergarten program
- Provides leadership in the ECE program implementation and prepares ECE required reports in a timely way
- Models and provides coaching for other staff providing service to Pre-Kindergarten eligible students, focusing on areas identified through needs assessments, IGDIs data, and other readiness data, and within the Blueprint for Maryland's Future
- Provides mentoring and support for teachers and staff providing service to Pre-Kindergarten students
- Supports SMCPs' early childhood student assessment, administration, and analysis
- Assists Pre-Kindergarten teachers with the administration and teachers and families with the interpretation of formal and informal assessments
- Meets with the Chief Academic Officer and other staff and school principals when appropriate on a regularly scheduled basis
- Prepares ECE reports for submission to MSDE, the ECE leadership team, and the schools
- Actively participates in ECE leadership meetings related to enrollment, admissions, achievement, and data analysis
- Works with early childhood Pre-Kindergarten staff and students to provide or support coaching services to increase student achievement and school readiness
- Models best instructional strategies for SMCPs' early childhood staff in a developmentally appropriate manner, focusing on Pre-Kindergarten
- Plans and implements robust ECE Parent and Family Engagement programs and offerings
- Serves at the Point of Content for the Pre-Kindergarten Accreditation renewal process required in the Blueprint for Maryland's Future
- Works collaboratively with elementary principals and Pre-Kindergarten staff to support accreditation and validation required in Pillar I of the Blueprint for Maryland's Future
- Provides oversight and management of the Pre-Kindergarten Schoology site
- Provides ongoing and active participation in the Judy Center Steering Committee, the Early Childhood Action Committee, and in meetings of childcare organizations as appropriate
- Other duties as assigned

QUALIFICATIONS:

Required:

- Certificate/License in Early Childhood Education

- Master's degree in curriculum and instruction or reading
- Four (4) years of successful teaching experience
- Three (3) years of successful experience as an ECE Instructional Resource Teacher or other leadership in early childhood experience
- Experience with Pre-Kindergarten programs

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

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