

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

INTERIM ALTERNATIVE EDUCATION CLASSROOM INSTRUCTOR

POSITION: Interim Alternative Education Classroom Instructor

REPORTS TO: Site Administrator

LOCATION: Virtual Academy

NATURE OF WORK:

This is a professional position to meet the instructional goals of the Interim Alternative Education Classroom (IAEC)/Virtual Academy (VA) by delivering instructional programs effectively to ensure student achievement. Due to the wide range in age, aptitude, and level of educational achievement of students in IAEC/VA, instruction is given at various grade levels ranging from middle school through high school. This position will require individuals to be on-site at the Virtual Academy building to provide small group and/or 1-on-1 in-person instruction, meet with students and/or parents/guardians, and participate in planning for high-quality instruction and assessment. This position will work under the direction of the administration, supervisors, and coordinators, and will provide instruction in various content areas.

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
- Ability to direct and evaluate student learning experiences;
- Ability to provide guidance to student to promote social and education development
- Ability to plan and coordinate the instructional program in accordance with the current curricula

DUTIES AND RESPONSIBILITIES:

- Delivers academic instruction and assessments to students both virtually and in-person
- Teaches academic subjects virtually and may teach elective subjects or physical education virtually
- Utilizes Edgenuity Courses and Schoology courses for instruction, including grading any specific assignments not auto-graded
- Meets with students through a Google Meet setting to provide instructional support on all content

- Works with the VA liaison to ensure instruction is targeted to meet the needs of the student while assigned to IAEC/VA
- Works with the VA liaison for elective courses that are not on Edgenuity to ensure instruction continues within the Schoology platform
- Provides grades to the VA liaison at the conclusion of the IAEC placement and/or end of marking periods
- Works with other Virtual Academy staff, administration, and various central office Departments of Instruction to facilitate individualized support on either an academic, behavioral, and/or social-emotional level
- Determines or interprets student academic deficiencies and select instructional materials and teaching techniques to meet individual or group needs
- Provides care and protection of school property
- Supervises student activity on school property
- Effectively utilizes online learning platforms including but not limited to Edgenuity, Schoology, and Google Meet.
- Works collaboratively with all program staff
- Prepares appropriate learning activities
- Monitors and evaluates student progress
- Maintains communication with administration, students, and parents/guardians as appropriate
- Maintains confidentiality of student records and personal information
- Maintains a safe and orderly environment for staff, students, and parents/guardians
- Takes part in professional development activities
- Maintains current lesson plans
- Collects and maintains student data to include attendance and assessments
- Provides opportunities for students and parents/guardians to access, when needed, in-person and/or small-group instruction, office hours, and conferences
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's degree

Preferred:

- Eligibility for professional certification/licensure of the appropriate grade and or content

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, 04.2025