

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

**INSTRUCTIONAL RESOURCE TEACHER ASSESSMENT AND ACCOUNTABILITY
11M**

POSITION: Instructional Resource Teacher - Assessment and Accountability 11M

REPORTS TO: Assessment and Accountability Officer

LOCATION: Assessment and Accountability

NATURE OF WORK: This is a professional position with primary responsibilities to include leading staff development, supporting staff creation of Schoology courses, and Schoology management with the Department of Assessment and Accountability. The Assessment and Accountability IRT ensures results-driven instruction for students and assists in the deployment of the Schoology learning management system throughout the school system. The IRT must be able to plan and implement support for all teachers with blended, concurrent learning via the Schoology platform for all students.

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
- Possess knowledge of current instructional and curricular methodologies, PreK-12, and current standards from the International Society for Technology in Education.
- Ability to travel within the county
- Ability to assess, plan, and implement highly effective instruction in an online environment
- Ability to differentiate instruction based on staff abilities and interests

DUTIES AND RESPONSIBILITIES:

- Organizes, plans and provides direct instruction to staff in all aspects of Schoology, including but not limited to: navigation, content creation and storage, concurrent classroom management, grading, and digital integration of rigorous student-facing activities that engage learners
- Provides professional development and support for staff, based on the areas of strengths and weaknesses of integration with Schoology
- Fluent in Schoology navigation, content creation, and digital integration
- Fluent in Schoology course and resource builds
- Organizes, plans, and implements Schoology support modules for staff.
- Organizes, plans, and implements digital integration for the purpose of rigorous and engaging lessons

- Collaborates with Schoology Liaisons and site-level administrators to provide support of the usage of Schoology
- Provides troubleshooting assistance to all staff in the areas of digital integration within Schoology
- Differentiates instruction to provide professional development and support based upon leadership direction that focuses on supporting all teachers with blended, concurrent learning
- Assists the Department of Curriculum and Instruction, Department of Special Education, and other departments and sites in best practices for the use of Schoology
- Provides troubleshooting assistance to all staff in the areas of digital integration within Schoology
- Works independently to carry out the goals and initiatives set forth by the system
- Works remotely at various schools and office locations throughout St. Mary's County Public Schools (SMCPS)
- Interacts with staff in 1-on-1, small, and large group settings
- Conducts professional development and formal presentations
- Models the use of technology in instruction and professional development
- Provides leadership and support in program implementation and prepares required reports in a timely manner
- Utilizes data to assist staff with developing and refining online and virtual instructional practices to enhance student learning and achievement
- Collects and analyzes data and feedback from professional development sessions for reflection and refinement
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Professional License/Certification
- Four (4) years of teaching experience.
- National Board Certified OR Master's degree OR 30-semester credits post-baccalaureate

Preferred:

- Completion of the "Online Teaching in Maryland" Course through MSDE

TERM OF EMPLOYMENT:

Full-time ten-month position

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on the EASMC Teacher Career Ladder for eleven-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated: 07.2024, 05.2025

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

INSTRUCTIONAL RESOURCE TEACHER - INCLUSION

POSITION: Instructional Resource Teacher - Inclusion

REPORTS TO: Supervisor of Special Education

LOCATION: Various Locations

NATURE OF WORK:

This is a professional position to meet the individual needs of students through consultative support to staff and families to support progress in the General Education Curriculum.

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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- 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 function-based, positive behavior support plans and protocols and the ability to train staff and families on the implementation in classroom settings
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School
- Possess knowledge of IDEA disabilities and how they can impact academic achievement and behavior;
- Possess knowledge of how various disabilities may manifest in the classroom

DUTIES AND RESPONSIBILITIES:

- Ensures that staff and families have the necessary support to allow for IEP goals and objectives to be generalized across all settings and are implemented appropriately
- Collaborates with the IEP Team to ensure students have access to developmentally appropriate activities and grade-level curriculum
- Provides positive communication to team members and families about student progress and achievement
- Assists with the collection and analyzing of data to monitor progress
- Conducts school training as determined by the IEP
- Makes recommendations to school-based and central office administrators regarding student and staff needs
- Collaborates with general/special educators to disseminate information about student needs based on intervention data

- Utilizes data to determine the most effective classroom supports (academic/developmental/behavioral/social) for interactions with staff and peers;
- Recommends modifications and scaffolding necessary for each student to access their instruction
- Communicates positively with families on student progress
- Collaborates and communicates with outside agencies regarding student, staff and family supports
- Shares knowledge of special education and general education instructional resources and structures
- Supports the integration of grade-level curriculum and classroom expectations
- Performs assessments and evaluations to determine student needs
- Participates in IEP meetings and ongoing team support meetings
- Develops of long and short-term learning goals and instructional supports
- Collaborates and consults with staff and families
- Supports students, families, and school teams to maintain least restrictive environment
- Collects and analyzes data to support case managers for instructional decisions
- Assisst in the development and monitoring of IEP goals and objectives
- Provides coaching and modeling of best practices for inclusion based on current research
- Provides professional development to educators and teams on inclusion models, practices, and benefits
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Professional License/Certification
- Four (4) years teaching experience
- National Board Certified OR Master's degree OR 30-semester credits post-baccalaureate

Preferred:

- Special Education endorsement

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC Teacher Career Ladder for eleven-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 07.2024

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

INSTRUCTIONAL RESOURCE TEACHER –INDUCTION AND MENTORING 11 M

POSITION: Instructional Resource Teacher - Induction and Mentoring 11M

REPORTS TO: Chief Strategic Officer

LOCATION: Office of Strategic Initiatives

NATURE OF WORK:

This is a professional position primarily responsible for designing, actualizing, and evaluating new teacher induction support programs with the Office of Strategic Planning and Communications.

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

DUTIES AND RESPONSIBILITIES:

- Designs, delivers, and evaluates new teacher induction support programs
- Coordinates new teacher professional development activities and programs
- Assists with system-wide new teacher professional development
- Facilitates pre-service placement and future teacher programs with college partners
- Participates in system, state, and community initiatives relative to staff or professional development
- Supports non-tenured/new teacher professional development for schools aligned with school improvement plans, and in collaboration with all other school system departments and offices
- Facilitates non-tenured/new teacher induction, including mentoring, virtual learning experiences, and seminars in collaboration with other departments
- Assists in coordinating continuing professional development programs and experiences as appropriate
- Models and provides 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
- Conducts professional development and formal presentations
- Models the use of technology in instruction and professional development

- Provides leadership and support in program implementation and prepares required reports in a timely manner
- Utilizes data to assist staff with developing and refining instructional practices to enhance student learning and achievement
- Collects and analyzes data and feedback from professional development sessions for reflection and refinement
- Works remotely at various schools and office locations throughout St. Mary's County Public Schools (SMCPS)
- Interacts with staff in 1-on-1, and in small and large group settings
- Maintains and manages a budget for professional development, induction, and mentoring
- Performs other duties and responsibilities as assigned

QUALIFICATIONS:

Required:

- Professional License/Certification
- National Board Certified or Master degree or 30-semester credits post-baccalaureate
- Four (4) years of teaching experience

Preferred:

- Completed the SMCPS Mentor Course

TERM OF EMPLOYMENT:

Full-time eleven-month position

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC Teacher Career Ladder for eleven-month employees

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 07.2024, 05.2025

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

INSTRUCTIONAL RESOURCE TEACHER - TRANSITION

POSITION: Instructional Resource Teacher for Transition

REPORTS TO: Supervisor of Special Education

LOCATION: Department of Special Education

NATURE OF WORK:

The Instructional Resource Teacher for Transition interacts with central administration personnel, school-based administrators, and staff to plan, facilitate, and implement transition needs and activities for students with disabilities.

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 responsibilities 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

DUTIES AND RESPONSIBILITIES:

- Provides leadership and training to secondary special education staff and administration in the development and implementation of person-centered transition plans in compliance with federal, state, and local mandates for students 14 years of age and older
- Provides students with disabilities information and guidance regarding post-secondary education or training that might include employment, adult education programs, college, technical, vocational or on-the-job training programs within the community
- Facilitates communication among home, school, community and state agencies
- Supports school-based special education departments to build their capacity to interpret and apply policies and procedures and the provision of transition services to students with disabilities
- Develops and oversees grants related to transition
- Implements and maintains a post-secondary transition compliance database for special education students
- Facilitates linkage between students with disabilities and outside agencies as required by the IEP process
- Assists students with disabilities and their families with the identification and selection of an adult service provider

- Assists Special Education staff in assessing and determining the required work and daily living skills necessary for individual students with special needs to lead a meaningful adult life
- Assists school staff with student referrals to outside agencies as dictated by the IEP
- Analyzes potential work sites and match students as appropriate
- Participates with county and state advisory boards regarding disabilities, employment, postsecondary education, training, etc.
- Develops programs to increase student awareness of post-secondary opportunities
- Provides informational and training workshops for students and families regarding community awareness and the transition process
- Collaborates and builds relationships and partnerships with community businesses
- Provides training and support to Job Coaches
- Participates in MSDE committees/meetings related to the transition process
- Collaborates with a range of state and community organizations to ensure appropriate support and opportunities are available to students/parents as they prepare for college, the workforce, community, or other postsecondary experiences
- Assists students and parents with the application for programs such as Division of Rehabilitation Services, Developmental Disabilities Administration, and Behavioral Health Administration
- Assists in providing transition assessment materials to secondary special education students and teachers
- Assists school teams and students with the development of appropriate postsecondary goals and self-advocacy skills
- Facilitates and conducts professional learning activities for school-based staff members as needed
- Maintains in-depth knowledge of federal, state, and local special education laws, policies and procedures as well as state and Federal guidelines for the educational requirements of students with disabilities as relating to transition
- Provides parent information sessions to assist families in locating community resources to support their children's transition to college, career and/or community.

QUALIFICATIONS:

Required:

- Professional License/Certification •
- Minimum of four (4) years teaching experience
- National Board Certified OR Master's degree OR 30-semester credits post-baccalaureate
- Current letter of recommendation by principal/supervisor dated within the last twelve months

Preferred:

- Completed the SMCPs Mentor Course

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC salary schedule for eleven-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 07.2024, 4.2026