

ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

INSTRUCTIONAL RESOURCE TEACHER FOR SPECIAL EDUCATION FOR ASSISTIVE TECHNOLOGY

POSITION: Instructional Resource Teacher for Special Education for Assistive Technology

REPORTS TO: Supervisor of Special Education

LOCATION: Department of Special Education

NATURE OF WORK:

The Special Education Instructional Resource Teacher for Assistive Technology interacts with central administration personnel, school-based administrators, Instructional Resource Teachers, and staff to plan and implement tools and strategies on the Assistive Technology Continuum for the improvement of access to the general education curriculum, inclusion, transition, and differentiation of instruction 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 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 and ability to assess assistive technology needs throughout the system and plan for assistive technology supports for students
- Demonstrate knowledge of Federal, state, and local special education policies and procedures

DUTIES AND RESPONSIBILITIES:

- Works with school teams to promote instructional best practices which integrate technology for the education of students with disabilities in the least restrictive environment
- Collaborates with administrators, teachers, students, and parents to ensure that students with disabilities have access to and participate in the general education curriculum to the maximum extent possible
- Builds the capacity of school teams to recognize resources across the assistive technology continuum that can be implemented with students with disabilities
- Supports school-based special education departments to ensure that assistive technology is considered on IEP documents and records follow Federal, state, and local laws
- Researches new technology developments that are available to support students' needs, evaluates the costs of technology, and coordinates with the DSE regarding resource allocation.

- Develops and provides staff development activities, student and parent trainings designed to build knowledge of new technological tools and advancements in the field of assistive technology and to promote the integration of such resources for the education of students with disabilities
- Conducts consultations regarding the technological needs of individual students
- Maintains database of assistive technology resources and inventory maintained across the county
- Monitors the work of the Assistive Technology Paraeducator
- Develops a bimonthly assistive technology newsletter for site-based special education school teams focusing on resources and advancements in the field of assistive technology
- Serves as a member of a student's IEP team when invited
- Conducts consultations for individual students using the SETT framework tool
- Maintains regular communication with supervisors from the Division of Instruction regarding county level assessment calendars for assessment administration updates and changes
- Facilitates the installation, upgrades, and repairs to software and hardware used across the county
- Assists in the design and implementation of instructionally appropriate accommodations, materials, strategies, and assistive technology for students with disabilities
- Performs other related and non-related 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
- Current letter of recommendation by principal/immediate supervisor dated within the last twelve months

TERM OF EMPLOYMENT:

Full-time ten-month position.

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

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 7.2024, 05.2025, 05.2026

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

INSTRUCTIONAL RESOURCE TEACHER - CHESAPEAKE PUBLIC CHARTER SCHOOL

POSITION: Instructional Resource Teacher –Chesapeake Public Charter School

REPORTS TO: Site Administrator

LOCATION: Chesapeake Public Charter School

NATURE OF WORK:

This is a professional position to meet the instructional goals of the school and school system by delivering instructional programs, both virtually and in-person, effectively to ensure student achievement. The Instructional Resource Teacher also works with other staff within individual schools to mentor, model, guide, and enhance the delivery of instruction to students and/or work with individual students or small groups to provide focused instruction. An Instructional Resource Teacher may be placed in a classroom position on a short-term or long-term basis, as the needs of the system require.

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 develop and implement school wide programs
- Ability to direct and evaluate student learning experiences
- Ability to provide guidance to students to promote education development and welfare
- Ability to analyze data to impact instruction
- Ability to integrate technology in both virtual and in-person 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

DUTIES AND RESPONSIBILITIES:

- Plans and coordinates the instructional program in accordance with the current curricula
- Assumes major responsibility for the instructional support of the school's academic programs
- Supports the implementation of virtual instruction through modeling, coaching and professional development
- Facilitates collaborative team discussions and other data-based decision-making sessions
- Works collaboratively with all staff and support service providers within the assigned school
- Provides leadership in program implementation and prepares required reports in a timely manner

- 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
- Provides mentoring and support for new teachers
- Provides direct instruction to students for reading, writing, mathematics, and other content areas, through small group interventions or extension programs
- Assists classroom teachers with the administration and interpretation of formal and informal assessment
- Conducts professional development and formal presentations on literacy, mathematics, science and other content areas for parents, teachers, and other colleagues
- Provides care and protection of school property
- Supervises student activity on school property
- Works in conjunction with other instructional staff to improve delivery of instruction
- Delivers focused instruction to individual students or small groups of students
- Serves on the School Improvement Team (SIT) or other school-based leadership teams
- Provides leadership in program implementation and prepares required reports in a timely manner
- Provides leadership to develop and implement instructional programs targeted to assist student groups
- Participates in system, state, and community initiatives relative to all mandated assessments
- Participates in system-wide professional development to share at the school level
- Collaborates with other IRTs and assists with other content areas as needed
- Performs other related and nonrelated job duties as assigned
- Performs other school-based and system-level responsibilities 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
- Current letter of recommendation by principal/immediate supervisor dated within the last twelve months

Preferred:

- Master's degree in curriculum and instruction or related content area; OR is a National Board-Certified Teacher

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

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

INSTRUCTIONAL RESOURCE TEACHER - ELEMENTARY

POSITION: Instructional Resource Teacher – Elementary
(ten-month assignment)

REPORTS TO: Site Administrator

LOCATION: Various Locations

NATURE OF WORK:

This is a professional position to meet the instructional goals of the school and school system by delivering instructional programs, both virtually and in-person, effectively to ensure student achievement. The Instructional Resource Teacher also works with other staff within individual schools to mentor, model, guide, and enhance the delivery of instruction to students and/or work with individual students or small groups to provide focused instruction. An Instructional Resource Teacher may be placed in a classroom position on a short-term or long-term basis, as the needs of the system require.

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
- 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 students to promote education development and welfare
- Ability to plan and coordinate the instructional program in accordance with the current curricula
- Ability to deliver focused instruction to individual students or small groups of students
- Ability to develop and implement school wide programs
- Ability to integrate technology in both virtual and in-person instruction

DUTIES AND RESPONSIBILITIES:

- Assumes major responsibility for the instructional support of the school's academic programs
- Supports the implementation of virtual instruction through modeling, coaching and professional development
- Facilitates collaborative team discussions and other data-based decision-making sessions
- Collaborates with all staff and support service providers within the assigned school

- Provides leadership in program implementation and prepares required reports in a timely way
- 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
- Provides mentoring and support for new teachers
- Works in conjunction with other instructional staff to improve delivery of instruction
- Provides direct instruction to students for reading, writing, mathematics, and other content areas, through small group interventions or extension programs
- Assists classroom teachers with the administration and interpretation of formal and informal assessments
- Participates in system-wide professional development to share at the school-level
- Conducts professional development and formal presentations on literacy, mathematics, science and other content areas for parents, teachers, and other colleagues
- Serves on the School Improvement Team (SIT) or other school-based leadership teams
- Provides care and protection of school property
- Supervises student activity on school property
- Performs other school-based and system-level responsibilities as assigned

QUALIFICATIONS:

Required:

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

Preferred:

- Master's degree in curriculum and instruction or related content area; OR is a National Board-Certified Teacher

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

Revised: 06.2022, 07.2024, 05.2025

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

INSTRUCTIONAL RESOURCE TEACHER – MIDDLE SCHOOL

POSITION: Instructional Resource Teacher-Middle School
(ten-month assignment)

REPORTS TO: Principal

LOCATION: To Be Determined

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 Instructional Resource Teacher also works with other staff within individual schools to mentor, model, guide, and enhance the delivery of instruction to students and/or work with individual students or small groups to provide focused instruction. An Instructional Resource Teacher may be placed in a classroom position on a short-term or long-term basis, as the needs of the system require.

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
- Ability to direct and evaluate student learning experiences
- Ability to provide guidance to students to promote education development and welfare
- Ability to plan and coordinate the instructional program in accordance with the current curricula
- Ability to deliver focused instruction to individual students or small groups of students
- Ability to integrate technology in both virtual and in-person instruction

DUTIES AND RESPONSIBILITIES:

- Assumes major responsibility for the instructional support of the school's academic programs
- Supports the implementation of virtual instruction through modeling, coaching and professional development
- Facilitates collaborative team discussions and other data-based decision-making sessions
- Works collaboratively with all staff and support service providers within the assigned school

- Provides leadership in program implementation and prepares required reports in a timely way
- 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
- Provides mentoring and support for new teachers
- Works in conjunction with other instructional staff to improve delivery of instruction
- Provides direct instruction to students for reading, writing, and other content areas, through small group interventions or extension programs
- Assists classroom teachers with the administration and interpretation of formal and informal assessments
- Analyzes data to impact instruction
- Participates in system-wide professional development to share at the school-level
- Conducts professional development and formal presentations on literacy, and other content areas for parents, teachers, and other colleagues
- Serves on the School Improvement Team (SIT) or other school-based leadership teams
- Provides care and protection of school property
- Supervises student activity on school property
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

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

Preferred:

- Master's degree in curriculum and instruction or related content area

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

Revised: 07.2024, 4.2025

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

INSTRUCTIONAL RESOURCE TEACHER – MIDDLE SCHOOL MATHEMATICS

POSITION: Instructional Resource Teacher – Middle School Mathematics

REPORTS TO: Principal

LOCATION: Various Sites

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 Instructional Resource Teacher also works with other staff within individual schools to mentor, model, guide, and enhance the delivery of instruction to students and/or work with individual students or small groups to provide focused instruction. An Instructional Resource Teacher may be placed in a classroom position on a short-term or long-term basis, as the needs of the system require.

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 develop and implement school wide programs
- Ability to provide guidance to students to promote education development and welfare
- Plan and coordinate the instructional program in accordance with the current curricula

DUTIES AND RESPONSIBILITIES:

- Assumes major responsibility for the instructional support of the school's academic programs
- Facilitates collaborative team discussions and other data-based decision-making sessions
- Works collaboratively with all staff and support service providers within the assigned school
- Provides leadership in mathematics program implementation and prepares required reports in a timely way
- 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
- Provides mentoring and support for new teachers

- Provides care and protection of school property
- Supervises student activity on school property
- Works in conjunction with other instructional staff to improve delivery of instruction
- Delivers focused instruction to individual students or small groups of students
- Participates in system-wide professional development to share at the school-level
- Analyzes data to impact instruction
- Provides direct instruction to students for mathematics and other content areas, through small group interventions or extension programs
- Assists classroom teachers with the administration and interpretation of formal and informal assessments
- Conducts professional development and formal presentations on mathematics and other content areas for parents, teachers, and other colleagues
- Serves on the School Improvement Team (SIT) or other school leadership team(s)
- Performs other school-based and system-level responsibilities as assigned

QUALIFICATIONS:

Required:

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

Preferred:

- Master's degree in mathematics

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

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

INSTRUCTIONAL RESOURCE TEACHER – HIGH SCHOOL ENGLISH

POSITION: Instructional Resource Teacher – High School English

REPORTS TO: Site Administrator

LOCATION: School Site

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 Instructional Resource Teacher also works with other staff within individual schools to mentor, model, guide, and enhance the delivery of instruction to students and/or work with individual students or small groups to provide focused instruction. An Instructional Resource Teacher may be placed in a classroom position on a short-term or long-term basis, as the needs of the system require.

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
- 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 students to promote education development and welfare
- Ability to plan and coordinate the instructional program in accordance with the current curricula
- Ability to deliver focused instruction to individual students or small groups of students

DUTIES AND RESPONSIBILITIES:

- Assists with the development of the English curriculum and assessments
- Implements professional development for high schools aligned with school improvement plans and the St. Mary's County Public Schools' Master Plan
- Provides coaching for staff members, focusing on English and reading, and on high level skills essential for student success
- Delivers focused instruction to individual students or small groups of students
- Models and team teaches with other staff members, focusing on areas identified through professional development needs

- Works in conjunction with other instructional staff to improve delivery of instruction
- Assists classroom teachers and administrators with the analysis and interpretation of assessment data to determine instructional and professional development needs
- Conducts formal presentations on English for parents, teachers, and other colleagues
- Provides leadership in program implementation and prepares required reports in a timely manner
- Provides leadership to develop and implement instructional programs targeted to assist student groups
- Participates in system, state, and community initiatives relative to High School English and/or High School Assessment
- Participates in system-wide professional development to share at the school-level
- Collaborates with other IRTs and assists with other content areas as needed
- Provides care and protection of school property
- Supervises student activity on school property
- Plans and coordinates the instructional program in accordance with the current curricula
- Performs other related and nonrelated job duties as assigned

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

Preferred:

- Master's degree in English or related content area

TERM OF EMPLOYMENT:

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

Revised: 07.2024, 05.2025

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

INSTRUCTIONAL RESOURCE TEACHER SPECIAL EDUCATION

POSITION: Instructional Resource Teacher for Special Education

REPORTS TO: Supervisor of Special Education

LOCATION: Department of Special Education

NATURE OF WORK:

The Instructional Resource Teacher for Special Education interacts with central office personnel, school-based administrators, IRT's, and staff to plan and implement programs and strategies for the improvement of access to the general education curriculum, inclusion, transition, and differentiation of instruction 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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- 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
- Ability to analyze data to impact instruction
- Ability to integrate technology in instruction
- Ability to support school-based special education departments to ensure that the IEP documents and records are in compliance with Federal, state, and local laws

DUTIES AND RESPONSIBILITIES:

- Assists in the design and implementation of instructionally appropriate accommodations, materials, strategies, and assistive technology for students with disabilities
- Facilitates the transition of students with disabilities between schools and grade levels
- Supports school-based instructional teams, comprised of both special education and general education teachers, to ensure effective delivery of instruction to individual students or groups of students
- Maintains regular communication with special education students home-school IEP case managers
- Assists in the oversight, management, and data collection process for grants

- Serves as a mentor to special education teachers who are new to the Saint Mary's County Public School System
- Serves as a member of a student's IEP team when invited
- Trains staff in the implementation of intensive intervention programs and strategies
- Works with school teams to promote instructional best practices for the education of students with disabilities in the least restrictive environment
- Collaborates with parents, teachers, administrators, and students to ensure that students with disabilities have access to and participate in the general education curriculum to the maximum extent possible
- Provides staff development activities designed to promote inclusion in the least restrictive environment and access to the general education curriculum for students with disabilities
- Builds the capacity of school teams to interpret and apply policies and procedures in the provision of services to students with disabilities
- 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 ten-month position

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

BARGAINING UNIT ELIGIBILITY: EASMC

Revised: 07.2024, 04.2025

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

Instructional Resource Teacher – Virtual Academy

POSITION: Instructional Resource Teacher – Virtual Academy

REPORTS TO: Supervisor of Virtual Learning

LOCATION: Virtual Academy

NATURE OF WORK:

This is a professional position to meet the instructional goals of the Virtual Academy and school system by delivering and supporting instructional programs to ensure student achievement. The Instructional Resource Teacher also works with other staff within individual schools and offices to mentor, model, guide, and enhance the delivery of instruction to students and/or work with individual students or small groups to provide focused instruction. This position requires knowledge of student learning, the ability to work with a variety of subjects and grade levels and to provide direct instruction to students in-person and virtually. An Instructional Resource Teacher may be placed in a classroom position on a short-term or long-term basis, as the needs of the system require.

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
- 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:

- Assists with the development and implementation of virtual curriculum and assessments to include Edgenuity
- Implements professional development for the SMCPs Virtual Academy aligned with school improvement plans and the St. Mary's County Public Schools' Master Plan
- Provides coaching for staff members, focusing on all content areas;
- Assists staff members with Individualized Virtual Learning Plan (IVLP's); 504's and IEP implementation
- Supervise student activities on-site or online
- Serves as a liaison with home-school sites for all SMCPs Virtual students
- Coordinates, and manages all HHT, IAEC, and AEP responsibilities

- Provides leadership for SMCPs Virtual staff and helps create manageable student-needs schedules
- Models and team teaches with other staff members, focusing on areas identified through professional development needs
- Delivers focused virtual instruction to individual students, small groups of students, or an entire class
- Provides in-person learning opportunities for students when needed
- Participates in parent/guardian conferences on-site or virtual as necessary
- Assists classroom teachers and administrators with the analysis and interpretation of assessment data to determine instructional and professional development needs
- Supports the administration with maintaining an inviting and effective physical educational environment for the Virtual Academy
- Collaborates with Virtual Academy staff to offer support for parents/guardians of virtual students
- Conducts formal presentations for parents, teachers, and other colleagues
- Provides leadership in program implementation and prepares required reports in a timely manner
- Provides leadership to develop and implement instructional programs targeted to assist student groups
- Participates in system, state, and community initiatives relative to all mandated assessments
- Participates in system-wide professional development to share at the school level
- Collaborates with other IRTs and assists with other content areas as needed
- 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

TERM OF EMPLOYMENT:

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: 7.2024