



## **EDUCATION, WORK EXPERIENCE AND QUALIFICATIONS**

- Bachelor's degree and meets certification requirements as established by the Maryland State Department of Education preferred.
- Other experience as established by Maryland Law and Board of Education policy.
- Knowledge of subject matter and appropriate instructional methodologies.
- Evidence of exemplary human relation skills.
- Evidence of exemplary organizational and planning skills.
- Evidence of ability to work effectively with students, parents and staff.

## **ESSENTIAL JOB FUNCTIONS**

- Plans and provides for appropriate learning experiences for students.
- Supervises students in a variety of school-related settings.
- Monitors and evaluates student outcomes.
- Communicates and interacts with students, parents, staff and community.
- Develops, selects and modifies instructional plans and materials to meet the needs of all students.
- Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of children.
- Strives to maintain and improve professional competence.
- Maintains appropriate records and follows required procedures and practices.
- Monitors appropriate use and care of equipment, materials and facilities.
- Maintains regular, on-time attendance.
- Serves on special committees.
- Other duties as prescribed by Maryland State Law, Board of Education policy, Negotiated Agreement and Building Principal.

## **ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS**

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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