EDUCATION, EXPERIENCE AND QUALIFICATIONS:

- Master’s degree and Advanced Professional Certificate.
- Minimum of five (5) years of successful teaching experience.
- Minimum of two (2) years of experience in related leadership role.
- Knowledge and experience with current instructional methodologies and current trends in curricular development.
- Experience in providing in-service training, mentoring, and/or instructional assistance to staff.
- Experience in coordinating, implementing and providing training for in-service and/or workshops.
- Evidence of exemplary organizational and human relation skills.
- Evidence of active participation in professional growth activities and/or organizations.

ESSENTIAL JOB FUNCTIONS:

- Works with school staff as designated by the Regional Administrator and/or Principal in instructional strategies, classroom management skills, lesson planning and other related areas.
- Works with assigned Title I school staff in instructional strategies and goals.
- Assists in the preparation of and provides in-service for staff in schools. Provides follow-up in-service related training to assigned Title I school staff development needs.
- Demonstrates appropriate teaching techniques and provides appropriate resources to assist teachers.
- Assists in the development of revision of curriculum for assigned areas.
- Provides assistance to Title I School Improvement Teams for planning consistent long-term staff development.
- Works with staff to insure the integration of curriculum across all the subject areas, as needed.
- Provides support for new teachers in schools.
- Assesses school organization structures and functions with regard to how students are grouped for instruction.
- Works with principals and resource personnel to assess and determine instructional and extra-curricular goals and objectives in designated schools.
- Works with principals to monitor the instructional program for quality and balance.
- Collaborates with principals on selection of appropriate instructional materials.
- Assists principals by being aware of additional funding sources from existing programs.
- Serves as a spokesman for the school and school system with state or federal officials and with community groups when appropriate, as requested.
- Represents the system at professional meetings and conferences.
- Serves on curricular development, research and other committee and study groups, as assigned.
- Makes visits to schools and classrooms for purposes of assessment and improvement of instruction.
- This position is responsible for the above duties and responsibilities and others related to this position as determined by the Regional Administrator.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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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