

TEACHER SUPERVISOR (5892)

I. NATURE OF WORK:

A Teacher Supervisor is the supervisory level of work teaching one or more subjects to youth or adult students in a facility operated by the Department of Health and Mental Hygiene or the Department of Juvenile Services. Employees in this classification directly supervise subordinate teachers and may be responsible for the administration of the educational program at a facility.

Employees in this classification receive general supervision from a Principal or other designated educational administrator. The work of this class may require travel to various locations for events such as field trips, workshops, seminars and recreational activities. Students may be disruptive or abusive and may require remedial training.

Teacher Supervisor is differentiated from Teacher, Lead in that Teacher Supervisor supervises other teachers while Teacher Lead trains, guides and directs the work of other teachers but does not perform the full range of supervisory duties. Teacher Supervisor is differentiated from Assistant Principal in that Teacher Supervisor performs a combination of supervisory and classroom teaching duties while Assistant Principals do not teach in the classroom.

II. EXAMPLES OF WORK: (Examples are illustrative only)

When employed by the Department of Health and Mental Hygiene, provides classroom instruction in one or more subjects to students who are receiving psychiatric care or substance abuse treatment or are involuntarily institutionalized under maximum security at Clifton T. Perkins State hospital;

When employed by the Department of Juvenile Services, provides classroom instruction in one or more subjects to students who are in the custody of the department;

Supervises subordinate teachers and, if employed by DHMH, is responsible for the educational program at a facility;

Plans and coordinates the student curricula and prepares daily and weekly lesson plans and other instructional material;

Assigns lessons and administers tests to students;

Cooperates with treatment and counseling staff and provides student progress reports to staff and family members;

Facilitates and maintains a classroom environment conducive to learning;

TEACHER SUPERVISOR

Page 2

Assesses emergency and crisis situations, makes appropriate contacts and referrals and may provide interim emergency medical and other assistance as necessary until specialized assistance is available;

May provide General Educational Development instruction or training in basic life skills;

Performs other related duties.

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the human developmental process;

Knowledge of educational theories, methods and practices;

Knowledge of the physical, emotional and social aspects of students, including special needs students;

Knowledge of the academic or vocational subjects to be taught;

Ability to supervise and direct other educational personnel;

Ability to learn and apply emergency medical procedures;

Ability to facilitate and maintain a classroom environment conducive to learning;

Ability to plan and coordinate student educational and recreational activities;

Ability to work harmoniously with students in a residential treatment or custodial environment and with other employees.

IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: Possession of appropriate educational credentials as determined by the Maryland State Board of Education.

Experience: Three years of experience providing classroom instruction to students.

TEACHER SUPERVISOR

Page 3

V. LICENSES, REGISTRATIONS AND CERTIFICATES:

Teachers in State operated school programs are required to acquire and maintain certification to teach in the State of Maryland per Section 6-101 of the Education Article of the Annotated Code and Code of Maryland Regulations (COMAR) 13A.12.01.03B(2). Applicants recommended for appointment will be required to complete an Authorization and Verification of Credentials. Information on requirements for certification and procedures for application may be obtained from the Maryland State Board of Education, 200 W. Baltimore Street, Baltimore, MD 21201-2595.

Additional educational credits beyond the Advanced Professional Certificate must meet the following criteria established by the Institutional Educators Pay Plan Committee in order to qualify for application toward the APC plus 30 (60) levels:

Credits must be beyond the education level held at the time the educational requirements for the Advanced Professional Certificate were met and must either relate to the current job responsibilities or be part of an employer approved program of study. Credits mean semester hours from a regionally accredited college or university or Maryland State Department of Education approved workshops. No more than one half of any additional credits applied to these criteria may be earned through Maryland Department of Education approved workshops.

DATE REVISED: October 1, 2003

Class specifications are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

APPROVED: _____
Director, Division of Salary Administration
and Position Classification