



**CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, MD 20678**

**NOTICE OF VACANCY  
INTERNAL CANDIDATES ONLY  
July 26, 2016**

**POSITION: HIGH SCHOOL ONLINE TEACHER, Temporary**

Pending student enrollment, the following is a listing of tentative high school online teacher vacancies for the 2016-2017 school year. Positions listed below are available as a stipend-paid assignment.

**Fine Arts**

Music Appreciation (1 credit)

**Physical Education**

Health (1/2 credit)

**Science**

Honors Environmental Science (1 credit)

**Business Education**

Financial Literacy (1/2 credit)

**Technology Education**

Foundations of Tech (1 credit)

**English**

Creative Writing (1/2 credit)  
AP English Literature and Composition  
(1 credit)

**Position availability is contingent on student enrollment.**

**DUTIES AND RESPONSIBILITIES:**

1. Plans and provides for appropriate learning experiences for students.
2. Supervises students in an online environment.
3. Monitors and evaluates student outcomes.
4. Communicates and interacts with online mentors, students, parents, staff, and community.
5. Develops, selects, and modifies lessons and instructional materials to meet the needs of all students.
6. Provides an atmosphere and environment conducive to the intellectual, social, and the emotional development of adolescent learners.
7. Strives to maintain and improve professional competence in online instruction.
8. Maintains appropriate records, including grading, and follows required procedures and practices.
9. Maintains regular communication and interaction with his/her online class.
10. Prepares online course environment prior to start of the course.
11. Attendance at online learning orientations, promotional events and face-to-face sessions with students throughout the year is required.
12. Participation in staff development training sessions, as required.
13. Actively monitors and participates in online discussion forums.
14. Uses available synchronous and asynchronous tools to deliver and enhance course content according to Calvert County Public Schools' (CCPS) acceptable use policy.

**REPORTS TO:** Appropriate Instructional Supervisor.

**STIPEND AMOUNT:**

\$7,000.00 – 1 credit full year courses

\$3,500.00 – ½ credit half year courses

**QUALIFICATIONS:**

Maryland State Department of Education (MSDE) secondary certification in the above subject area(s) is preferred. Evidence of effective or highly effective evaluations. Prospective candidates **must** be a current Calvert County Public Schools' employee and **must** have completed the MSDE Online Teaching in Maryland Course #00-00-05, or an equivalent course (as deemed by MSDE). Candidates **must** also show proof of completion of a shadowing experience under an experienced online facilitator.

**APPLICATION PROCEDURE:** Application deadline is August 9, 2016. **Applicants please apply through the AppliTrack system located on the Calvert County Public Schools' website – [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us)**

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocras.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof  
Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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