



Job Title: On-Site Classroom Proctor (Temporary Position)
The GreenMount School
Baltimore, MD

What is a Classroom Proctor?

A Classroom Proctor is someone assigned to a class that is taught by a teacher who is teleworking. Ideally, the same proctor will attend all the classes each week. The main responsibility for the proctor is to create a positive in-person experience and assist the teleworking teacher with classroom management. The proctor will collaborate with the teleworking teacher to provide consistency and clarity in the delivery of the curriculum and assist the teleworking teacher with the logistics of the class.

Responsibilities Include:

- Must be able to be physically present on campus
- Prior to a transition to in-person learning, the proctor and teacher confer via a recorded Zoom session to ensure that the proctor and classroom teacher discuss the specific needs and guidelines for each class
- Arrive 15 minutes early for each class and start any technology needed
- Welcome in-person students and direct each to their assigned seat
- Be present in the room for the duration of the class
- Ensure that students are in compliance with the Community Agreement, including social distancing and mask-wearing
- Monitor student engagement; assist the on-line teacher with classroom management
- Assist or seek assistance for students needing help (technology, etc.)
- Remind students to wipe down desks and chairs before leaving the classroom
- At the conclusion of the class, share a summary of the classroom dynamic (written or verbal) with the teleworking teacher
- Continue to communicate with the teacher through e-mail or on Zoom about the class overall and any individual students you as necessary

Qualifications:

- High School diploma required. Bachelor's degree preferred.
- Candidates should demonstrate a willingness to understand and incorporate the GMS school philosophy and core values into their work.
- Previous experience working or interacting with students in grades 4-8 preferred.
- Ability to sit at a desk for prolonged periods.



What Makes The GreenMount School (GMS) Different?

We are a community of educators who work together to provide a creative education for grades K through 8 – emphasizing multicultural, cooperative and experiential learning, supported by strong family participation.

We are a community of parents who fully engage in a system of work-sharing, in-kind contribution and community building. The Parent CO-OP expands opportunities for family involvement and provides a rich array of resources and services for the students and school. Each parent contractually agrees to a specified number of hours of service to the school per year.

We are a community of confident learners where children gain confidence in their abilities when given the space and time to learn and the encouragement to succeed. Students learn through a creative, multicultural, community-based, thematic curricula.

Application Process:

Complete the [application on the school website](#), send a letter of interest, resume and references (letters of recommendation or contact information for references) by email. Please email inquiries with the subject line, “Classroom Proctor” to:

Human Resources
The GreenMount School
hr@greenmountschool.org

Please visit our website at www.greenmountschool.org to learn more about our school and educational program.

The GreenMount School is an Equal Opportunity Employer and welcomes applications from qualified candidates regardless of age, race, color, sex/gender, national origin, citizenship status, religion, disability, sexual orientation, or any other protected status in accordances with the requirements of all federal, state, and local laws. Candidates from diverse backgrounds are encouraged to apply.