



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

## NOTICE OF VACANCY

**POSITION:** ALTERNATIVE EDUCATION ASSISTANT

**LOCATION:** County Alternative Education Program

**JOB SUMMARY:** Employee provides supervision and assistance to students assigned to the Alternative Program and receives general direction from the program teacher.

**REPORTS TO:** Director of Student Services and CTA Vice Principal

**KNOWLEDGE, ABILITIES AND SKILLS:** (These are pre-employment knowledge, abilities and skills that apply to the Essential Job Functions.) At the time of application, the candidate must have:

1. High school diploma or general educational development (GED) certificate or equivalency.
2. Experience working with children in a school setting preferred.
3. Ability to understand and communicate with both verbal and written skills.
4. Learn operation of office machines and audio-visual devices.
5. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
6. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

**ESSENTIAL JOB FUNCTIONS:**

1. Provides supervision of students assigned to the program.
2. Coordinates class work and homework assignments for students.
3. Assists individual students as needed.
4. Implements and monitors behavioral management program.
5. Becomes familiar with program, school organization policies and procedures. Organize and implement the program in accordance with Calvert County Public Schools' policies and procedures.
6. Ensures that all activities conform to school system guidelines.
7. Thinks, concentrates, and positively interacts with others.
8. Comes to work promptly every day.
9. Works flexible hours as necessary.
10. Works under stress and meets all deadlines.

**OTHER JOB DUTIES:** (Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.) Performs related work as assigned by the Director of Student Services and CTA Vice-Principal.

**UNUSUAL DEMANDS:** None

**PHYSICAL DEMANDS:** Position requires significant periods of standing and walking, and is performed in a typical school environment. Work may require physical as well as psychological confrontations with aggressive students.

**TERMS OF EMPLOYMENT:** Ten (10) month, 8-hour per day, position and salary commensurate with qualifications applied to the current Calvert County Public Schools' salary schedule for support employees. If chosen for this position, the candidate must enroll in direct deposit.

**FLSA STATUS:** Non-Exempt.

**EFFECTIVE DATE OF POSITION:** Immediate vacancy

**EVALUATION:** Performance will be evaluated annually in accordance with the policy on evaluation established by the Calvert County Public Schools

**APPLICATION PROCEDURE:** Application deadline is **at 4:30 p.m.**

- Option 1: **Current Calvert County Public Schools employees** need to submit interest via Frontline Applicant Tracking on CCPS website, [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us).
- Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru Frontline Applicant Tracking, including a minimum of three references with their e-mail addresses via our website [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us). References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

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  
443-550-8000

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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.

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