



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(Date)

POSITION: CHILD CARE ASSISTANT

LOCATION:

JOB SUMMARY: Assists the Child Care Group Leader and/or Director in the supervision of children who are enrolled in the Calvert County Public Schools before/after school child care program.

REPORTS TO: Before & After School Child Care Coordinator and/or the Child Care Director

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/be:

1. Eighteen (18) years of age or older;
2. High School Diploma or possession of a General Educational Development (GED) certificate or equivalency..
3. Work under the direct supervision of the staff person in charge of the group of children to whom the assistant is assigned;
4. According to the individual's professional development plan, complete approved continued training, at the rate of at least
6 clock hours per full year of employment as a child care aide, that consists of a:
 - (a) Minimum of 3 clock hours of core of knowledge training
 - (b) Maximum of 3 clock hours of elective training; and
5. Documented completion of the continued training on the professional development plan.
6. Within 6 months after the date of hire, an orientation session that follows guidelines established by the Office of Child Care and includes, but is not limited to:
 1. Proper child supervision
 2. Workplace professionalism
 3. Interacting with parents
7. Experience working with children.
8. Ability to understand and communicate using both verbal and written skills.
9. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
10. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

ESSENTIAL JOB FUNCTIONS:

1. Assists Child Care Group Leader and/or Director in supervising children enrolled in the child care program.
2. Supervises children when Group Leader and/or Director are unavailable.
3. Conducts program activities within safety standards and policies of the program.
4. Maintains and protects confidential records.
5. Complies with all state and federal regulations.
6. Communicates with parents and staff as needed.
7. Employees are required to think, concentrate, and interact positively with others.
8. Employees are expected to come to work regularly and promptly.
9. Employees must be able to work under stress and meet all deadlines.

OTHER JOB DUTIES:

Performs related work as required or assigned by the Before & After School Child Care Coordinator and/or the Child Care Director.

PHYSICAL DEMANDS:

Position requires significant periods of standing and walking, and is performed in a typical school environment. .

UNUSUAL DEMANDS: None

TERMS OF EMPLOYMENT: Ten (10) month position and salary commensurate with qualifications applied to the

current 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:

APPLICATION PROCEDURE: Application deadline is (date) at 4:30 p.m.

- Option 1: **Current Calvert County Public Schools employees** need to submit interest via AppliTrack on CCPS website, 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 external application thru AppliTrack, including a minimum of three references with e-mail addresses via our website 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 to 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
410-535-1700

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:

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

Employees may report allegations of harassment to:

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.