



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(Date)

POSITION: CHILD CARE GROUP LEADER

LOCATION:

JOB SUMMARY:

The Child Care Leader will work with the child care staff to ensure that a quality early learning experience will be provided for the children enrolled in the before/after school child care program..

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

QUALIFICATIONS AND EXPERIENCE:

At the time of application, the candidate must:

1. Be at least 20 years of age or older
2. High School Diploma or possession of a General Educational Development (GED) certificate or equivalency.
3. Have successfully completed 3 semester hours or 45 clock hours or their equivalent of approved training and one of the following:
 - a. 400 hours of experience working under supervision
 - b. 1 year of college (24 or more credits), or
 - c. A combination of experience and college that together are equivalent to 1 year.
4. Provide evidence during each year of employment (after 1991) of completing 3 clock hours of approved continued training.
5. An individual is considered qualified as a group leader if they have been approved and/or certified as a teacher by the State Department of Education under COMAR 13A.09.09 for kindergarten or grades 1-8.
6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
7. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

DUTIES AND RESPONSIBILITIES:

1. Assists Child Care Director in supervising the children enrolled in the child care program with Calvert County Public Schools.
2. Supervises children when the Director is 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 DUTIES:

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

ESSENTIAL JOB FUNCTIONS:

Position requires significant periods of standing and walking, and is performed in a typical school environment. Work requires occasional light physical effort. Employees are required to think, concentrate,

and interact with others. Employees are expected to come to work regularly and promptly. Employees must be able to work under stress and meet all deadlines.

UNUSUAL DEMANDS: None.

TERMS OF EMPLOYMENT:

Ten (10) month position and salary commensurate with qualifications and experience applied to the salary schedule for support employees.

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://ocracas.ed.gov> or call 1-800-421-3481.