



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(Date)

POSITION: IN-SCHOOL INTERVENTION ASSISTANT

LOCATION:

JOB SUMMARY: Provides supervision and assistance to students assigned to the In-School Suspension (ISS) Program, In-School Intervention Program (ISI) and/or provides assistance and supervision to individual classrooms. Receives general direction from the school administration.

REPORTS TO: 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. Two years of college (Associate's Degree or a minimum of 60 earned credits), with preference given to applicant with bachelor's degree.
2. Related experience working with students.
3. Ability to understand and communicate with both verbal and written skills.
4. Demonstrated ability to relate effectively to students, teachers, staff, central office personnel, and the community.
5. Demonstrated ability to work independently and complete tasks as assigned.
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.

ESSENTIAL JOB FUNCTIONS:

1. Earns and maintains Crisis Prevention Intervention (CPI) certification.
2. Participates in and successfully completes Life Space Crisis Intervention (LSCI) training.
3. Provides on-site supervision, instructional support, and assistance for students assigned to the ISS/ISI Program.
4. Coordinates with classroom teachers to support class work and homework assignments for students.
5. Assists individual students in need of special attention in ISS/ISI and or within the classroom setting.
6. Provides assistance and supervision to individual classrooms as directed by the Principal or Principal's Designee.
7. Implements and monitors behavioral management program.
8. Maintains accurate data and records as they pertain to students placed in the ISS/ISI program.
9. Communicates regularly with school based administrators on the needs of students placed in the ISS/ISI program.
10. Assists individual student's return to their regular instructional program.
11. Assists with data entry as needed when directed by school administration.
12. Becomes familiar with program, school organization policies and procedures.
13. Thinks, concentrates, and interacts positively with others.
14. Comes to work regularly and promptly.
15. 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 building principal or designee.

LICENSE OR CERTIFICATION: Must have or obtain: Crisis Prevention Intervention (CPI) certification.
Life Space Crisis Intervention (LSCI)

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

UNUSUAL DEMANDS: None

FLSA STATUS: Non-Exempt

TERMS OF EMPLOYMENT: Ten (10) month position and salary commensurate with qualifications applied to the salary schedule for support employees on Grade 018 of CAESS Salary Scale. If chosen for this position, the candidate must enroll in direct deposit.

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

EFFECTIVE DATE OF POSITION:

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

- 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 application thru AppliTrack, including a minimum of three references with their 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 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.

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 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
1305 Dares Beach Road
Prince Frederick, MD 20678
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://ocrcas.ed.gov> or call 1-800-421-3481