
CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678



NOTICE OF VACANCY
(Date)

POSITION: INSTRUCTIONAL ASSISTANT 1

JOB SUMMARY: Provides support services to help achieve a well-organized, smoothly functioning class and school environment in which students can take full advantage of the instructional program and available resource materials. Incumbent receives general direction from the school principal. Building principal may assign and reassign instructional assistants to various job sites in a given building. Instructional assistants may be assigned to work in the regular education classroom, the media center, department offices, school cafeteria, and administrative offices or in other regular education areas as the needs of the school program dictate.

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 college credits) or successful completion of ParaPro Assessment.
2. Experience working with children 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. Works with small groups of students to reinforce material initially introduced by the teacher.
2. Assists individual children in need of special attention.
3. Performs clerical duties.
4. Guides independent study, enrichment work, and remedial work planned by the teacher.
5. Sets up, and/or operates, audio-visual equipment, laboratory equipment, and instructional devices.
6. Assists teacher with classroom duties and routines.
7. Checks notebooks, correct papers, and supervise testing and make-up work.
8. Assists in drill work.
9. Assists in reading and storytelling.
10. Assists small groups of students in the media center.
11. Participates in in-service training programs.
12. Provides periodic class coverage in absence of a classroom teacher.
13. Ensures that all activities conform to school system guidelines.
14. Thinks, concentrates, and positively interacts with others.
15. Comes to work promptly every day.
16. Works flexible hours as necessary.
17. Works under stress and meets deadlines.

OTHER DUTIES: (Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)
Performs related work as required or assigned by the building principal or designee.

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 Grade 06 of current salary schedule for support employees. If chosen for this position, the candidate must enroll in direct deposit.

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

FLSA STATUS: Non-Exempt.

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.

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