



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(Date)

POSITION: INSTRUCTIONAL ASSISTANT 2

LOCATION: (location)

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. Receives general direction from school principal. Instructional assistants will be assigned to work in the special education classroom.

REPORTS TO: Principal and the Supervisor of Special Education

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 education development (GED) certificate or equivalency.
2. Experience working with children with disabilities and externalizing behaviors.
3. Exceptional ability to understand and communicate with both verbal and written skills.
4. Learned operation of office machines and audio-visual devices.
5. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.
6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Earns and maintains non-violent Crisis Prevention Intervention Certificate (CPI), as needed.
2. Works with small groups of students to reinforce material initially introduced by the teacher and delivers interventions.
3. Assists individual children in need of special attention in areas including but not limited to academics, social, emotional, behavioral and activities of daily living.
4. Assists with the consistent implementation of student(s)' Behavior Intervention Plans (BIP).
5. Assists classroom teacher with collecting, graphing, and analyzing data.
6. Performs clerical duties.
7. Guides independent study, enrichment work, and remedial work planned by the teacher.
8. Sets up and/or operates audio-visual equipment, laboratory equipment, and instructional devices.
9. Assists teacher with classroom duties and routines.
10. Checks notebooks, corrects papers, and supervises testing and make-up work.
11. Participates in staff development programs, including non-violent crisis intervention and academic intervention programs as necessary.
12. Provides class coverage in absence of a classroom teacher, as necessary.
13. Intervenes in crisis situations in the school environment, as needed.
14. Uses CPI when students exhibit aggressive behavior.
15. Ensures that all activities conform to school system guidelines.
16. Thinks, concentrates, and positively interacts with others.
17. Comes to work promptly every day.
18. Works flexible hours as necessary.
19. 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 required or assigned by the principal or supervisor of special education.

LICENSE OR CERTIFICATION: Non-violent Crisis Prevention Intervention Certification (CPI), as needed.

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. Special Education Assistants assigned to programs serving students with physical disabilities may be required to lift or assist with lifting students at various times during the instructional day. Special education assistants may be required to assist students with personal hygiene and activities of daily living.

SPECIAL REQUIREMENTS: Special education assistants assigned to programs serving students with aggressive behaviors will be required to maintain non-violent, crisis-intervention certification and may be required to use non-violent crisis intervention. If chosen for this position, the candidate must enroll in direct deposit.

UNUSUAL DEMANDS: None

FLSA STATUS: Non-exempt

TERMS OF EMPLOYMENT: Ten (10) month position and salary commensurate with qualifications applied to the current Calvert County Public Schools' salary schedule on Scale/Grade 08 for support employees.

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

EFFECTIVE DATE OF POSITION: **Immediate vacancy.**

APPLICATION PROCEDURE: Application deadline is _____, at 4:30 pm.

- Option 1: **Current Calvert County Public Schools employees** need to submit interest via Frontline Applicant Tracking 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 Frontline Applicant Tracking, 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
443-550-8000

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.