



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

TITLE I INSTRUCTIONAL ASSISTANT 2

LOCATION:

To be determined

POSITION SUMMARY:

The Title I Instructional Assistant 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 Title I Instructional Assistants to various job sites in a building. Title I Instructional Assistants may be assigned to work in the classroom, or in other education areas as the needs of the school program dictate. The Title I Instructional Assistant must be under the supervision of a certified teacher when carrying out duties.

REPORTS TO:

School Principal

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. High school diploma or general education development (GED) program certificate
2. Associate degree (or 48 college credits) or qualifying ParaPro Assessment- Required
3. Experience working with diverse groups people and children preferred.

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. Ability to clearly and concisely communicate in both written and oral form.
2. Understanding of and ability to maintain rapport with persons from diverse cultural, ethnic and racial groups.
3. Demonstrated ability to maintain confidentiality

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Works with small groups of students to reinforce material initially introduced, pre teach concepts, provide targeted instruction or interventions under the supervision of a certified teacher.
2. Assists individual children in need of special attention for academics and/or social emotional support.
3. Guides independent study, enrichment work, and remedial work planned by the teacher
4. Participates in professional learning.
5. Assists in Title I data collection and documentation.
6. Ensures that all activities conform to school system guidelines
7. Thinks, concentrates, and positively interacts with others
8. Comes to work promptly every day
9. Works flexible hours as necessary
10. 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 the salary schedule for support employees (Scale 8). All employees are encouraged to have automatic payroll deposit.

FLSA STATUS:

Non-exempt

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:

This posting will remain open until filled.

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website –

REV. 07/2023

www.calvertnet.k12.md.us.

References must be directly related to education experience and must include 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.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

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

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocras.ed.gov> or call 1-800-421-3481.

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

Employees may report allegations of harassment to:

Mr. Zachary Seawell
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.

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