



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Fredrick, Maryland 20678

### **JOB DESCRIPTION**

<b>POSITION</b>	Instructional Assistant 1
<b>DEPARTMENT</b>	
<b>LOCATION</b>	TBD
<b>REPORTS TO</b>	Principal
<b>ANNUAL WORK SUMMARY</b>	10 months per year, 190 days per year, 7 hours per day.
<b>WAGE/PAY RATE</b>	Scale 6: \$20.58/hr - \$25.89/hr
<b>FLSA STATUS</b>	Non-exempt
<b>APPLICATION DEADLINE</b>	
<b>EFFECTIVE START DATE</b>	
<b>POSITION SUMMARY</b>	The instructional assistant 1 will provide instructional, behavioral, and social emotional 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 resources. The Instructional Assistant 1 receives general direction from the school principal. Building administration may assign and reassign instructional assistants to various job sites in a building. Instructional assistants will be assigned to work in various areas of the school as the needs of the school program dictate.

## **EDUCATION, CERTIFICATION AND EXPERIENCE**

1. High school diploma or general education development (GED) program certificate
2. Experience working with children preferred

## **SPECIAL REQUIREMENTS**

None

## **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. Exceptional ability to understand and communicate with both verbal and written skills
2. Ability to operate various office machines and instructional technology
3. Ability to follow a flexible schedule and adapt to various environments
4. Demonstrated ability to relate effectively to students, teachers, staff, parents, and community members
5. Demonstrated ability to problem solve, make informed decisions, and communicate effectively with all stakeholders when presented with stressful situations
6. Demonstrated ability to organize and prioritize tasks

7. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

## **ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES**

1. Works with 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 other student supports planned by the teacher.
5. Sets up, and/or operates, instructional technology, laboratory equipment, and computer programs
6. Assists teacher with implementation of classroom duties, routines, and instruction
7. Participates in professional learning opportunities
8. Provides periodic class coverage in absence of a classroom teacher
9. Positively interacts with others
10. Reports to work promptly every day
11. Meets deadlines
12. Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.

## **OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES**

Performs related work as required or assigned by the building principal or designee

## **PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS**

Position is performed in a typical school environment. Significant periods of standing and walking are required.

## **UNUSUAL DEMANDS**

None

## **EVALUATION**

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

## **APPLICATION PROCEDURE**

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

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, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national original, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

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