



CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Instructional Assistant 2
DEPARTMENT	
LOCATION	TBD
REPORTS TO	Principal
ANNUAL WORK SUMMARY	10 months per year, 190 days per year, 7 hours per day.
WAGE/PAY RATE	Scale 8: \$21.34/hr - \$26.92/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
POSITION SUMMARY	The Instructional Assistant 2 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. Instructional Assistant 2 will be assigned to work with students with disabilities in special education and general education classrooms to support the implementation of Individualized Education Programs (IEPs) for students.

EDUCATION, CERTIFICATION AND EXPERIENCE

1. High school diploma or general education development (GED) program certificate
2. Experience working with children with disabilities and with managing externalizing behaviors is preferred
3. Earns and maintains non-violent Calvert County Public School crisis management training (includes Crisis Prevention Intervention (CPI), trauma-informed care, COMAR law training related to restraint, seclusion, and exclusion, risk related to the use of restraint, and documentation of crisis events), Ukeru crisis intervention training, restorative practices training, academic research-based intervention training and other trainings and certifications as required by the Director of Special Education, and the building principal or assistant principal

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. Provide instructional, behavioral and social emotional supports and services to students with disabilities.
2. Assist individual children in need of special attention in areas including, but not limited to, academics, social, emotional, behavioral supports and activities of daily living
3. Assist with the provision of specially designed instruction and consistent implementation of student(s)' Behavior Intervention Plan (BIP) under the direction of the teacher.
4. Assist in the implementation of and collection of data as required by the student's Individualized Education Program (IEP) and/or Behavior Intervention Plan (BIP)
5. Delivers academic interventions and implements proactive behavioral supports/ interventions
6. Intervenes in crisis situations in the school environment as needed, which may include use of non-violent CPI when student exhibits aggressive behavior
7. Assist students with personal hygiene, including toileting/changing and activities of daily living
8. Works with groups of students to reinforce material initially introduced by the teacher
9. Collaborate with a variety of educators and providers to implement students' IEPs across settings.
10. Assists individual children in need of special attention
11. Performs clerical duties
12. Guides independent study, enrichment work, and other student supports planned by the teacher.
13. Sets up, and/or operates, instructional technology, laboratory equipment, and computer programs
14. Assists teacher with implementation of classroom duties, routines, and instruction
15. Participates in professional learning opportunities
16. Provides periodic class coverage in absence of a classroom teacher
17. Positively interacts with others
18. Reports to work promptly every day
19. Meets deadlines
20. 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.

Work may require physical as well as psychological confrontations with students who exhibit aggressive behaviors. Instructional Assistants assigned to serve students with physical disabilities may be required to lift or assist with lifting students at various times during the instructional day.

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.