



CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Pre-Kindergarten 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 prekindergarten general instructional assistant 2 will provide instructional, behavioral, and social emotional support services to help achieve a well-organized, smoothly functioning class and school environment where students can take full advantage of the instructional program and available resources. The Pre-Kindergarten General Instructional Assistant 2 will be assigned to work with all prekindergarten students to support the general education prekindergarten program.

EDUCATION, CERTIFICATION AND EXPERIENCE

1. High school diploma or general education development (GED) program certificate
2. Associate Arts (AA) Degree or Child Development Associate Credential (CDA) preferred.
3. Experience working with early childhood children and children with disabilities and with managing behaviors is preferred.
4. Child Development Associate Credential (CDA) must be obtained by the FALL of SY 2027-2028 unless an AA degree is obtained.

SPECIAL REQUIREMENTS

None

KNOWLEDGE, ABILITIES AND SKILLS

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 alternative to the above qualification as the Calvert County Public Schools may find appropriate and acceptable

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Assist the teacher in implementing activities consistent with the curriculum guide, resources and training provided
2. Assists teacher with implementation of classroom duties, routines, and instruction
3. Works with groups of students to reinforce material initially introduced by the teacher
4. Guides independent study, enrichment work, and other student supports planned by the teacher. Provide instructional, behavioral and social emotional supports and services to all students
5. Work with the teacher to facilitate activities for all children both indoors and outdoors. Assist individual children in need of special attention in areas including, but not limited to, academics, social, emotional, and behavioral supports
6. Assists the teacher in planning and maintaining a safe, clean learning environment and in assuring the well being and safety of the children in his/her care
7. Assist with the provision of specially designed instruction and consistent implementation of student(s)' Behavior Intervention Plan (BIP) under the direction of the teacher.
8. Assist in assessment and data collection for students to assist in planning targeted instruction and Individualized Education Program (IEP) services and supports under the direction of the teacher.
9. Delivers academic interventions and implements proactive behavioral supports/ interventions
10. Intervenes in crisis situations in the school environment as needed, which may include use of non-violent CPI when student exhibits aggressive behavior
11. Assist students with personal hygiene, including designing toileting schedules, toileting/changing and activities of daily living
12. Assists individual children in need of special attention
13. Sets up, and/or operates, instructional technology, laboratory equipment, and computer programs
14. Assists the teacher in providing a high quality program and supports teacher as they move through the EXCELS and Accreditation process.
15. Participates in professional learning opportunities
16. Provides periodic class coverage in absence of a classroom teacher
17. Provides class coverage for the teacher during "rest time"
18. Attends and supports students during resource classes each day (inside and outside of the classroom). .
19. Assists with recess duty daily.
20. Positively interacts with others
21. Reports to work promptly every day
22. Meets deadlines
23. Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND 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 AND PSYCHOLOGICAL CONDITIONS/DEMANDS

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

UNUSUAL DEMANDS

The Maryland Blueprint for Education requires that all instructional assistants working in pre-k programs hold either a CDA or AA degree by the FALL of SY 2027-2028 school year.

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 origin, 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.