CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

# JOB DESCRIPTION

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| **POSITION** | Alternative Education Assistant |
| **DEPARTMENT** | Student Services |
| **LOCATION** | TBD |
| **REPORTS TO** | Director of Student Services and Principal |
| **ANNUAL WORK SUMMARY** | 10 months per year, 190 days per year, 7 hours per day |
| **WAGE/PAY RATE** | Scale 8: $21.84/hr - $27.42/hr |
| **FLSA STATUS** | Non-exempt |
| **APPLICATION DEADLINE** | |
| **EFFECTIVE START DATE** | |
| **POSITION SUMMARY** | Employee provides supervision and assistance to students assigned to the Alternative Education Program and receives general direction from the program teacher. |

## EDUCATION, CERTIFICATION AND EXPERIENCE

At the time of application, the candidate must hold or be eligible for:

1. High school diploma or general educational development (GED) certificate or equivalency.
2. Experience working with children in a school setting preferred.
3. Earns and maintains non-violent Crisis Prevention Intervention certificate (CPI), as needed

## 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. Ability to understand and communicate with both verbal and written skills
2. Learn operation of office machines and audio-visual devices
3. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable
4. Demonstrated success in accomplishing tasks akin to those responsibilities listed below

## ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Provides supervision of students assigned to the program
2. Coordinates class work and homework assignments for students

3. Participates in LSCI training
4. Assists individual students as needed
5. Implements and monitors behavioral management program
6. Becomes familiar with program, school organization policies and procedures. Organizes and implements the program in accordance with Calvert County Public Schools' policies and procedures
7. Ensures that all activities conform to school system guidelines
8. Thinks, concentrates, and positively interacts with others
9. Comes to work promptly every day
10. Works flexible hours as necessary
11. Works under stress and meets all deadlines

## 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 Director of Student Services and Principal.

## PHYSICAL AND PSYCHOLOGICAL CONDITIONS/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.

## 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, 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.