CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Child Care Assistant
DEPARTMENT	Instruction
LOCATION	TBD
REPORTS TO	Before and After School Child Care Program Coordinator and/or Child Care Director
ANNUAL WORK SUMMARY	10 months per year, 190 days per year, 6 hours per day
WAGE/PAY RATE	Scale 6: $21.08/hr - $26.39/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
POSITION SUMMARY	Assists the Child Care Group Leader and/or director in the supervision of children who are enrolled in the Calvert County Public Schools before/after school child care program.

EDUCATION, CERTIFICATION AND EXPERIENCE

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

1. Be 18 years old or older
2. Have a high school diploma or possession of a GED Certificate; experience working with children preferred
3. Certification as a child care assistant through the MSDE Office of Child Care preferred.
4. Complete an orientation session that follows guidelines established by the Office of Child Care, within six (6) months of date of hire, that includes, but is not limited to:
    a. Proper child supervision
    b. Workplace professionalism
    c. Interacting with parents

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:

1. Be able to work under direct supervision from the staff person in charge of the group of children to whom the assistant is assigned
2. Possess the ability to understand and communicate using both verbal and written skills

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. Assists child care group leader and/or director in supervising children enrolled in the child care program.
2. Conducts program activities within safety standards and policies of the program.
3. Maintains and protects confidential records.
4. Complies with all state and federal regulations.
5. Will complete yearly approved continued training in Basic Health and Safety as provided by the Office of Child Care.
6. Will complete approved continued training, according to the individual's professional development plan, at the rate of at least 6 clock hours per full year of employment as a child care aide, that consists of a:
7. Minimum of three (3) clock-hours of core of knowledge training
8. Maximum of three (3) clock hours of elective training; and
9. Will provide documented completion of the continued training on the professional development plan.

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)

1. Performs related work as required or assigned by the Before & After School Child Care Specialist and/or the Child Care Director
2. Will provide coverage as needed at other sites as directed by Child Care Specialist or Supervisor.

PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS

Position requires significant periods of standing and walking and is performed in a typical school environment. Employee is required to think, concentrate, and interact with others. Employee is expected to come to work regularly and promptly. Employee must be able to work under stress and meet all deadlines.

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.

Revised: 9/2026

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.