CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Child Care Group Leader
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 8: $21.84/hr - $27.42/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
POSITION SUMMARY	The child care group leader will work with the child care staff to ensure that a quality early learning experience will be provided for the children enrolled in the CCPS Before and After School Child Care Program.

EDUCATION, CERTIFICATION AND EXPERIENCE

1. Be 19 years old or older.
2. Hold a high school diploma or certificate of high school equivalence or have successfully completed courses for credit from an accredited college or university, and
3. Meet one of the criteria set for in §B of COMAR 13A.16.06.10, as stated below:

The individual shall meet one of the following:

1. The individual has successfully completed:
    a. 6 semester hours or 90 clock hours or their equivalent, of approved preservice training;
    b. (b) 9 clock hours of approved preservice training in communicating with staff, parents, and the public, or at least one academic college course for credit;
    c. (c) 3 clock hours of training in ADA compliance; and
    d. (d) One of the following:
        i. 400 hours of experience working under supervision, primarily with school-age children in a licensed child care center, public or private school; or similar setting, or 400 hours of experience caring for school age children as a registered family care provider;
        ii. 1 year of college; or
        iii. A combination of experience and college that together are equivalent to 1 year.

2. The individual holds a bachelor's degree in:

    a. Early childhood education, elementary education, special education, or child development; or

b. Any academic subject and has 1,800 hours of experience working with school-age children in an approved setting.
c. The individual qualified before July 1, 2008, as a group leader/child care teacher in a school-age center and has been continuously employed since that time as a group leader/child care teacher at the same or another school age center; or
d. The individual
    i. Has been approved as a teacher by the Maryland State Department of Education under COMAR 13A.09.09 for kindergarten or grades 1 through 8; or
    ii. Is certified by the Department or by the state board of any other state for kindergarten or grades 1 through 8.

Applicant must provide proof of qualifications (i.e. Personnel Qualification Evaluation, teaching certification).

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. Have the ability to understand and communicate effectively using both verbal and written skills.
2. Hold a high school diploma or certificate of high school equivalence or have successfully completed courses for credit from an accredited college or university

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Assists child care director in supervising the children enrolled in the Calvert County Public Schools child care program
2. Supervises children when the director is unavailable
3. Conducts program activities within safety standards and policies of the program.
4. Maintains and protects confidential records
5. Practices developmentally appropriate behavior management techniques with children
6. Provides evidence each year of employment of completing 12 clock hours of approved continued training
7. Ensures that all activities conform to state, federal and local guidelines and regulations
8. Thinks, concentrates, and interacts positively with others
9. Comes to work regularly and promptly
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 Child Care Director.

PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS

Position requires significant periods of standing and walking, and is performed in a typical school environment. Work requires occasional light physical effort.

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.