

ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 08/29/2017

IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 9/08/2017

OUTSIDE: X

POSITION: Classroom Aide (4 hours per day)

INITIAL WORKSITE\* Bel Air Head Start

\* Subject to change based on program needs

PROGRAM: Head Start

SALARY: Hourly: \$9.25/hr Annually: \_\_\_\_\_

GENERAL SCOPE:

Under the supervision of the Co-Director, and guidance and direction of the Lead Teacher, and in concert with HRDC Policies and Procedures, Health and Human Services, and Department of Human Resources regulations, provides support in centers as directed by Managers or Lead Teachers; assists in creating a positive, supportive environment for consumers and staff; completes paperwork and reports as required; fosters good community relations; maintains a positive, professional attitude at all times; and ensures consumer confidentiality.

QUALIFICATIONS:

**Education/Experience**

1. Must be at least 21 years of age.
2. Must have a High School Diploma or GED and willingness to obtain Child Development Associate credential.
3. Prefer applicant to possess Child Care I and II.
4. Prefer certification in CPR for Infants and Children, and American Red Cross First Aid Practices and Procedures. **Must have ability and willingness to become certified in both within prescribed time period required.**

**Skills/Abilities**

1. Physically and mentally able to perform essential job functions to include significant standing, walking, squatting, climbing, reaching, bending, sitting on floor, grasping, pushing/pulling and lifting of clients.
2. Ability to relate well to young children and low-income families.
3. Must exhibit good oral and written communication skills and other qualities conducive to good interpersonal relationships.

**Requirements**

1. Pass a physical examination by an approved physician prior to employment .
2. Must provide a satisfactory Criminal Background Check within time frame established by the program.
3. Must be flexible and eager to accept new challenges; have a positive attitude and an outgoing personality.
4. Must, at a minimum, dress in a manner that is casual, but tailored and conservative. On days when meeting with outside organizations, must dress in a manner that reflects the dress norms in a professional office. Must be neat and well groomed at all times.
5. Must have access to transportation on a daily basis and the flexibility to travel independently.

WORKING CONDITIONS:

This is a part-time Union position. Days and hours of work may vary based on program operations. Lunch is spent with the children and is considered part of the workday. Attendance at evening meetings as required. Must have the flexibility to work overtime and travel out-of-town when program operations require it.

NOTICE: All applicants must submit HRDC Form 100 and Form 105 plus a cover letter which indicates how their work or educational experience meets the qualifications of the position. HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO:

HRDC Personnel Office  
125 Virginia Ave.  
Cumberland, MD 21502