

ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 09/18/2017

IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 09/28/2017

OUTSIDE: X

POSITION: Classroom Aide

CLASSIFICATION: Substitute

INITIAL WORKSITE* Varies

* Subject to change based on program needs

PROGRAM: Head Start/Early Head Start

SALARY: Hourly: \$9.25/hour Annually: _____

GENERAL SCOPE:

Under the supervision of Head Start/Early Head Start Management, and in concert with HRDC Policies and Procedures, HHS and the Maryland State Office of Child Care, assists teacher and/or the assistant teacher/driver in maintaining a healthy and safe learning environment for the children; assists with the responsibility for the daily operation of the classroom and related activities; cooperates with other classroom staff in creating a positive, supportive environment for children, families and staff; maintains a positive, professional attitude at all times; ensures client confidentiality.

QUALIFICATIONS:

1. Experience, paid or volunteer, in working with others in a helping capacity.
2. Must be physically able to stand, bend, sit, etc. for periods of time.
3. Demonstrates ability to relate to young children and low-income families.
4. Ability to use good judgment when needed.
5. Must have flexibility and access to transportation to travel independently in all types of weather.
6. Must exhibit basic oral and written communication skills.
7. Ability to legibly and accurately complete forms and maintain records.
8. Valid driver's license.
9. Must be at least 21 years of age.
10. Must be able to pass a Criminal Background Check within timeframe established by the program.

WORKING CONDITIONS:

Works on an "on call" basis, primarily in Center classrooms. Scheduled hours will vary. This is a union-eligible, if 900 hours have been worked within eighteen (18) months.

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 Avenue
Cumberland, MD 21502

AN EQUAL OPPORTUNITY EMPLOYER