



Administrative Instructional Assistant

Terms of Employment: 10-month

Exemption Status: Non-Exempt

Salary: \$17,712 - \$37,745

AFSCME Scale: UA3 Grade 3-7

QUALIFICATIONS

- Demonstrated interest in and aptitude for working with secondary school aged children.
- Excellent human relations skills.
- Good oral and written communication skills.
- Ability to communicate effectively with staff, students and parents.

ESSENTIAL JOB FUNCTIONS

- Assists teacher in planning instructional activities and maintaining a safe and orderly environment.
- Works with individuals or small groups to provide instructional reinforcement after the classroom teacher delivers the instruction.
- Assists the teacher in making preparations for a lesson.
- Regular on-time attendance.
- Performs related duties as assigned by the principal.
- Required to provide substitute coverage as needed.

EDUCATION AND WORK EXPERIENCE

- High School Diploma required.
- Experience working with children.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public

Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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