

Child Care Paraeducator, Teen Parenting Program Wilde Lake High School

A complete application includes all application materials and proof of education
Applicants must submit all required materials in a timely fashion.
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DESCRIPTION

Under the direction of the school principal and the Teen Parent Child Care Program leadership staff, the Child Care Assistant is the primary provider for the infant and toddlers in the Child Care center that supports the Teen Parenting Program at Wilde Lake HS. The Child Care Assistants provide instruction, support overall health and well-being, and provide daily care for the children and babies in the program. Child Care Assistants are responsible for maintaining and upkeeping the assigned childcare area and collaborates with the parents (teens) and the entire Teen Parent Child Care Program staff.

The ideal candidate for the position has knowledge and experience working with infants and toddlers. The ideal candidate is flexible and adaptable to a variety of situations, possess the ability to actively and appropriately engage with infants and toddlers to support learning and development.

To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

ESSENTIAL POSITION RESPONSIBILITIES

- Provides daily care and implementation of curriculum for infants and toddlers enrolled in the Child Care center.
- Assists in the assessments of needs and growth of each child in the program using on-going observation, data collection, recording and evaluation.
- Develops relationships with teen parents and assists in the instruction of childcare techniques.
- Engages in professional growth and development to continuously improve services to children.
- Completes the documentation and required paperwork to support the childcare program.
- Upkeeps the childcare area of the facility.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education and Certification:

- High school diploma or GED equivalent.
- Infant/Toddler Teacher Certification (45 hours of Child Development and 45 hours of Infant/Toddler

Methods and Materials).

Experience:

- Two (2) years of prior work experience with infants and/or toddlers.

SALARY

This is a 10-month, Grade 6 position on the HCEA-ESP Secretaries and Assistants salary scale: <https://www.hcpss.org/employment/agreements-and-salaries/>

Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is not exempt from overtime.

Application:

A complete online application and all application materials, including **two** reference surveys, must be uploaded to the application by the closing date to be considered. Internal candidates must have a minimum of **one** reference from a current supervisor from within HCPSS. References are valid for one year.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- Experience to meet the minimum qualifications
- High School diploma/transcript or College diploma/official transcript

For questions regarding this vacancy, please email: recruitmentinquiries@hcpss.org

Additional Information:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Pre-employment Physical:

The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by the Howard County Department of Education.

Employee Safety:

The employee is responsible for using safe practices and methods in the operation of equipment and supplies related to their job.

Equal Opportunity Employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.