



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: staffmanagement@hcps.org

www.hcps.org

October 13, 2021

AN EQUAL OPPORTUNITY

VACANCY ANNOUNCEMENT









HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

LUNCH/RECESS AIDE School-Based – Location TBD

Assisting in maintaining an orderly and safe atmosphere in the cafeteria, playground and in other designated locations by helping and supervising students during mealtime and during recess in accordance with school policy and established district procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE




These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

-  Supervises students in the cafeteria during meals to maintain orderly food purchase, disposal of waste, and return of trays and utensils.
-  Sees that students are seated in assigned areas throughout their time in cafeteria.
-  Circulates to provide student assistance, resolve any minor issues that arise and to ensure cleanliness of tables and surrounding areas.
-  Organizes orderly dismissal from cafeteria to designated areas of recess and supervises students in the recess area and those moving to and from.
-  Communicates with teachers about any relevant concerns, reports serious infractions of discipline rules to school administration and brings medical concerns/injuries to the immediate attention of the school nurse.
-  Performs other work-related duties as assigned.
-  Hours per day:
 -  3-4 hours per day when schools are in session.

SALARY

\$12.50 per hour

TRAINING AND EXPERIENCE REQUIRED

-  Experience working with children
-  Excellent organizational skills
-  Excellent human/interpersonal skills

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted until **filled**.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE