



**HEAD START
POSITION ANNOUNCEMENT**

POSITION TITLE: Classroom Aide (Part-Time / Full-Year)

LOCATION: Various center locations in Hagerstown

HOURS/SHIFT:

- 25 hours/week 52/weeks per year
- Weekday hours vary between 7am – 5pm
- Monday thru Friday

SALARY: High School Diploma \$15.35 / HR
Senior Staff \$15.61 / HR

Several entry level courses in Early Childhood Education may qualify as Senior Staff.

QUALIFICATIONS:

Minimum qualification – High School Diploma or equivalent.

RESPONSIBILITIES:

To work with infants through pre-school age children in the classroom and to assist the regular teaching staff with classroom operation. To provide front-desk coverage / perform clerical duties as needed. May need to assist transportation – to supervise children during bus ride; to escort children to / from the bus; to take attendance on the bus; and to communicate with parents / authorized pickup person as needed. May need to assist health services staff with filing. Also, may need to assist food services staff – daily preparation of breakfast, lunch, and snack for classrooms.

Internal / External Posting
Application Deadline: Friday, January 31, 2025

Submit application and resume to:
Human Resources
Head Start of Washington County, Inc.
325 W. Memorial Blvd., Hagerstown, MD 21740
301-733-0088 x104
Equal Opportunity Employer