



## HEAD START POSITION ANNOUNCEMENT

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

**LOCATION:** Various center locations in Hagerstown

**HOURS/SHIFT:**

- **25 hours/week 42/weeks per year**
- Weekday hours vary between 7am – 5pm
- Monday thru Friday

**SALARY:** High School Diploma \$15.35 / HR  
Senior Staff \$15.61 / HR  
CDA \$15.86 / HR  
Associate's Degree \$16.12 / 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.

### **Application Deadline: Open Until Filled**

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