



FREQUENTLY ASKED QUESTIONS ADDITIONAL ASSISTANT, KINDERGARTEN ASSISTANT/ PAID HELPERS AND LUNCHROOM ASSISTANTS

What are the duties and responsibilities of each position?

Additional Assistants

Under the direct supervision of the special educator, who is the case manager for students with Individual Education Programs, assists special and general educators by providing support and assistance to individual students with moderate to severe disabilities to meet requirements necessary for participation in the school environment. Performs other duties as required. Additional Assistants can be assigned to 1-3 students.

Lunchroom Assistants

Assists in maintaining an orderly, safe and pleasant atmosphere in the cafeteria, on the playground, and in other designated locations by helping and supervising students at mealtime and at playtime in accordance with Board policy and established district procedures. The school administrators establish the hours for this position.

Kindergarten Assistant and Paid Helpers

Under the direction of the classroom teacher, supports children as they apply, practice, and extend early literacy skills. Kindergarten assistants also assist with classroom organizational tasks and preparation of materials. The school administrators establish the hours for this position.

What is the instructional schedule for temporary employees?

For the FY21-22 school year, the Baltimore County Public Schools will extend the school day 15 minutes. Additional assistants will work the full bell to bell schedule of their assigned students; for FY2021-2022, assigned hours for this group will increase by 15 minutes, making the full day six (6) hours and forty-five (45) minutes. These employees should be paid for six (6) hours and fifteen (15) minutes and are entitled to a thirty (30) minute unpaid lunch break.

OFFICE OF STAFFING

How do I apply for a position within Baltimore County Public Schools?

Please complete the application at the link below and contact our office with the confirmation number you receive once the application is submitted. Please visit the [BCPS Careers Website](#) to apply.

Do I have to get fingerprinted?

All positions within BCPS require applicants to be fingerprinted. Once you have applied and are selected for a position, the school will complete a recommendation to hire form and forward that to the Office of Staffing. Following the receipt of the recommendation, the position will be verified, an offer letter will be sent to you. After the offer is accepted, the applicant will then receive the E-verify email with instructions to complete four (4) tasks online prior to scheduling the fingerprinting appointment. The cost for fingerprinting is currently \$81.00 and can only be scheduled at the BCPS' Office of Fingerprinting, 6901 Charles Street, Building E, Towson, MD 21204.

What is the pay rate?

The pay rate for Additional Assistants, Lunchroom Assistants and Kindergarten/Paid Helper is currently \$11.75 per hour. The Miscellaneous Pay Rate information can be found on the Payroll Website.

Are these positions 10 or 12-month positions?

These positions are 10 month at-will temporary non-benefitted positions. See question 6 for summer employment information.

Are summer positions available?

Summer employment opportunities are available for 10-month temporary employees. Please visit www.bcps.org/jobs to view the summer employment opportunities in January.

What is the Attendance Policy?

Inclement Weather Day/ Early Dismissal

Listen to local media stations, download the BCPSNow App, or check the BCPS web site for delayed openings, early dismissals, or school closings during inclement weather.

OFFICE OF STAFFING

Unable to report to work?

Contact your school's administrator as soon as possible (preferably before the start of the school day) to inform them of your absence so that they can provide coverage for the absence.

What is the dress code?

Dress professionally and appropriately for the assignment. Jeans, t-shirts, sandals, and other casual clothing are not considered professional or appropriate attire for classroom settings. Wear comfortable shoes and plan to be on your feet all day monitoring, assisting and providing positive reinforcement to keep students on task.

Are transfers to another school/position possible?

Yes, transfers are possible. The employee must give the current school administrator adequate notice that they would like to request a transfer to another school. The school that they wish to be transferred to will have to notify and receive approval from the Office of Staffing.

Do I receive a BCPS email address and badge?

Upon request from a school administrator, emails and badges can be provided to temporary employees.