



Maryland Department of  
**Juvenile Services**  
Treating • Supporting • Protecting

## **RECRUITMENT AND EXAMINATION ANNOUNCEMENT**

**This is a Position Specific Recruitment for the Department of Juvenile Services. The resulting eligible list will be used to fill this position or function only. Persons interested in future vacancies in the Instructional Assistant II job classification must reapply at that time. Please see information about where to apply near the end of this job announcement. Sending your completed application to an incorrect address may result in not being considered for this recruitment.**

**POSITION TITLE:**            **Instructional Assistant II**  
                                         **Announcement Number 11-0630-903**  
                                         (List the job title and announcement number on your application.)

**SALARY:**                        **\$25,239 - \$39,287**

**CLOSING DATE:**            **August 1, 2011**

**POSITION DUTIES:** The Department of Juvenile Services currently has a vacancy for an **Instructional Assistant II** position located at **William Donald Schaefer House in Baltimore City, MD**. This position is a full performance level of para-professional work assisting a teacher in a State facility operated by the Department of Juvenile Services. Employees in this classification are responsible for a wide range of tasks in order to support the efforts of the teacher, meet the needs of all students, and ensure the provision of quality instruction for all students.

### **MINIMUM QUALIFICATIONS:**

**Education:**                Graduation from a standard high school or possession of a high school equivalency certificate.

**Experience:**              Two years of experience assisting a teacher in a classroom setting.

Note: Applicants may substitute additional education at an accredited college or university for the required experience at the rate of 30 credit hours for each year of experience assisting a teacher.

**LICENSES, REGISTRATIONS AND CERTIFICATES: NOT APPLICABLE.**

**SPECIAL REQUIREMENTS OF THE CLASSIFICATION:**

Title I of the Federal Elementary and Secondary Education Act requires that paraprofessionals working as instructional assistants meet one of the following criteria prior to an offer of employment:

1. Completion of two years of study at an institution of higher education.
2. Possession of an associate's degree.
3. Demonstrate through a formal state or local assessment process, knowledge of and the ability to assist in instructing reading, writing and mathematics.

Applicants not possessing the necessary post-secondary education may obtain additional information about the assessment process from the employing agency.

**SELECTION PROCESS AND ASSESSMENT:** Applicants who meet the minimum qualifications will be admitted to the evaluation for this classification. The assessment will be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is important that you provide complete and accurate information on your application. Please report all related experience and education. Please make sure that you provide sufficient information on your application (and on separate pages, if necessary) to show that you meet the qualifications for this recruitment. **All information concerning your qualifications must be submitted by the closing date.** We will not consider information submitted after this date. Successful candidates will be ranked as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED and placed on the employment (eligible) list for at least one year.

**TO APPLY:** Applications will be evaluated based on materials submitted in relation to the above responsibilities and requirements. Therefore, it is important to provide complete and accurate information. To be considered for this position, a Maryland State Employment application for Instructional Assistant II with appropriate announcement number, must be received at the address listed below by the closing date:

**Maryland Department of Juvenile Services  
OHR-2<sup>nd</sup> Floor  
One Center Plaza  
120 W. Fayette Street  
Baltimore, MD 21201**

Equal Opportunity Employer  
Appropriate accommodations for individuals with disabilities are available upon request by calling:  
410-230-3282  
For recorded job information, call: 410-230-3487.

## BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES

- ✓ Medical/Health Insurance Plans:

### PPO Plans

- CareFirst Blue Cross/Blue Shield PPO
- United Healthcare PPO

### POS Plans

- CareFirst Blue Cross/Blue Shield MPOS
- Aetna Choice POS II
- United Healthcare Choice Plus POS

### EPO Plans

- CareFirst Blue Cross/Blue Shield EPO
- Aetna Select EPO
- United Healthcare Select EPO

- ✓ Prescription Plan

- ✓ Dental Plans:

- United Concordia DPPO
- United Concordia DHMO

- ✓ Term Life Insurance Plan

- ✓ Personal Accidental Death and Dismemberment Plan

- ✓ Long Term Care Plan

- ✓ FREE Vision Plan

- ✓ Flexible Spending Accounts:

- Health Care Spending Accounts
- Daycare Spending Accounts

- ✓ State Retirement and Pension System

- Employees are vested in the pension system after five years of employment

Tax-deferred supplemental retirement savings plans:

- 457
- 403(b)
- 401(k)

- ✓ SECU Credit Union

- ✓ Direct Deposit

- ✓ Savings Bonds

- ✓ Maryland Prepaid College Savings Plans

- ✓ Paid Holidays: 11-12 per year

- ✓ Annual Leave

- Up to five years of service, 10 days earned per year

- Five to 10 years of service, 15 days earned per year

- 10-20 years of service, 20 days earned per year

- 20+ years of service, 25 earned per year

- Employees may carry over up to 15 weeks of annual leave per year

- ✓ Personal Leave: Six days per year

- ✓ Sick Leave: 15 days per year, unlimited accrual

- ✓ Compensatory Leave

- ✓ Military Leave

- ✓ Leave Bank and Employee-to-Employee Leave Donations

- ✓ Employee Assistance Program

- ✓ Flextime and Teleworking opportunities for some positions

\* Please note that the benefit information provided pertains to full-time, permanent employees. Health benefits coverage is available to qualified domestic partners. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.