



SOUTHAMPTON COUNTY SCHOOLS

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Dr. Gwendolyn P. Shannon, Division Superintendent

Dr. Deborah Goodwyn, Chairman
James D. Pope, III, Vice-Chairman

VACANCY ANNOUNCEMENT

- POSITION:** Before-School and/or After-School Child Care Front Desk Staff
(1.5 hours before school and/or 2.25 hours after school)
- RATE OF PAY:** \$10 per hour-classified staff, \$12 per hour-certified staff
- DATE POSTED:** September 15, 2017
- LOCATION:** Elementary Schools-Capron, Meherrin, Nottoway and Riverdale
- CLOSING DATE:** September 22, 2017

General Responsibilities:

Under the direction of the school principal, the after-school child care front desk staff is responsible for the documentation and communication aspects of the child care program. The front desk staff will maintain records of attendance, parent communication, collecting and documentation of fees and will assist the child care instructor as needed.

Qualifications:

1. High school diploma or equivalent required. Eligibility for highly qualified status as a paraprofessional preferred requiring successful completion of Praxis: ParaPro Assessment or associates degree.
2. Experience working with elementary students in an educational setting preferred.
3. Requires the ability to supervise groups of students in grades PreK-5 with various educational software programs and kinesthetic programs.
4. Experience with Microsoft Word and Excel are required in addition to experience answering phones and communicating with school staff and parents.

Reports to: School Principal

Performance Responsibilities:

1. Student enrollment and attendance
2. Parent Contact: maintaining parent contact information and a parent contact log
3. Supervision of students as needed
4. Collection and documentation of child care fees
5. Submission of fees and documentation to the school bookkeeper
6. Other duties as determined by the Principal and Division Superintendent

APPLICATION PROCEDURE: Individuals interested in applying should submit an application online or access a printable application through the district website at www.southampton.k12.va.us, Human Resources Department. Printed applications should be sent to Southampton County Public Schools, P.O. Box 96, Courtland, VA 23837. Applicants should indicate the school applying for and before school, after school or both.

An Equal Opportunity Employer

The Southampton County School Board is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation (Policy File: GB).