



CUMBERLAND COUNTY SCHOOLS JOB VACANCY ANNOUNCEMENT

POSITION TITLE	EMPLOYMENT STATUS	MONTHLY SALARY
PRIME TIME ASSISTANT	PART TIME: 6:30AM-8:00AM PART-TIME: 1:30PM-6:00PM	Starting Wage: \$7.25/hr. After 90-day Evaluation (Probationary Period): \$8.50/hr.

LOCATION	FLSA STATUS	CLOSING DATE	JOB NUMBER
PRIME TIME (VARIOUS LOCATIONS)	NON-EXEMPT	UNTIL FILLED	00

<p>QUALIFICATIONS Must be 18 years of age and a high school graduate. Experience in school age childcare preferred. Must complete CPR and First Aid certifications within 60 days of employment. Must maintain current certifications while working with the program.</p>
<p>CONDITIONS OF EMPLOYMENT Must possess a valid North Carolina driver's license. Background check with local and state law enforcement agencies required. Applicant must be able to obtain a Commercial Driver's License (CDL) when requested.</p>
<p>HOW TO APPLY</p> <ol style="list-style-type: none"> 1. Submit NC State online application for classified personnel at, People Admin and apply it to the announced vacancy. 2. Submit a letter of interest, a resume, and a background form to the Human Resources office by 5:00 pm on the closing date of the announced vacancy. Please specify job number on letter of interest and Background Form. 3. Documents can be mailed to: Human Resources, Cumberland County Schools, PO BOX 2357, Fayetteville, NC 28302, dropped off at Human Resources, Cumberland County Schools, 2465 Gillespie Street, Fayetteville, NC 28306 or faxed to: (910) 678-2344. Emails will not be accepted. 4. Applicants not following the above procedures will not be considered for employment.
<p>POSITION DESCRIPTION AND DUTIES Assists the Site Director with implementation of the before and after school program through planning, organizing, evaluating, developing and preparing materials for the program. Works cooperatively with school employees. Assists the Site Director in maintaining a safe, nurturing and enriching environment for children. Teaches assigned activities in a well-thought out and prepared manner. Makes sure the materials and equipment for each activity are ready at the start of that activity and are returned to the cabinet upon completion of said activity. A sample of the project or full explanation of the game or activity is part of this responsibility. Communicates effectively with students, parents, peers, and Prime-Time administrative office staff. Maintains a good rapport with parents, children and staff. Contributes positively to the mission and goals of the Prime Time program. Maintains a professional demeanor and appearance. Follows established policies, concerning tardiness, absences, annual leave, sick leave and dress codes. Assists the Site Director in maintaining a clean work area. Performs other duties as assigned.</p>
<p>PHYSICAL REQUIREMENTS Must be able to communicate orally and in writing with parents, staff, and community leaders. Must be able to physically perform the basic life operational functions of finger dexterity, kneeling, sitting, walking, stooping, reaching, lifting, pushing, pulling, talking, seeing, hearing, and repetitive motion.</p>

THE CUMBERLAND COUNTY SCHOOL SYSTEM HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.

AN EQUAL OPPORTUNITY EMPLOYER