

NOTICE OF POSITION VACANCY

POSITION.....ELEMENTARY INSTRUCTIONAL ASSISTANT

**BENEFITS: SICK AND FAMILY ILLNESS LEAVE
BEREAVEMENT LEAVE
PERSONAL LEAVE
PERF**

**SALARY: HOURLY RATE COMMENSURATE WITH ESTABLISHED
INSTRUCTIONAL AIDES' SALARY SCHEDULE**

HOURS: 29.5 HOURS A WEEK

**DUTIES: A COMPREHENSIVE LISTING OF DUTIES ASSOCIATED WITH THIS
POSITION WILL BE AVAILABLE TO APPLICANTS DURING THE
INTERVIEW PROCESS.**

**SKILLS: MUST POSSESS SKILLS IN DEALING WITH STUDENTS, PARENTS,
STAFF AND PATRONS.**

**CANDIDATES MUST HAVE EARNED TWO YEARS OF COLLEGE
CREDIT, AN ASSOCIATES DEGREE, OR HAVE PASSED THE STATE
APPROVED EXAMINATION FOR INSTRUCTIONAL ASSISTANTS. A
TRANSCRIPT OF COLLEGE COURSEWORK, DIPLOMA OR
EVIDENCE OF A PASSING SCORE ON THE STATE APPROVED
EXAMINATION IS TO BE INCLUDED WITH THE APPLICATION.**

APPLICANT PROCEDURES:

**APPLICATIONS, TRANSFER REQUESTS, OR LETTERS OF
INTEREST WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.
APPLICATIONS CAN ALSO BE MADE ONLINE AT
www.elwood.k12.in.us**

MAIL APPLICATIONS TO:

**Office of the Superintendent
Attn: Instructional Aide Vacancy
1306 N. Anderson Street
Elwood, IN 46036**