

NOTICE OF POSITION VACANCY

POSITION.....SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT

BENEFITS: SICK AND FAMILY ILLNESS LEAVE
BEREAVEMENT LEAVE
PERSONAL LEAVE
EMPLOYEE PAID 403(b) PLAN
PERF

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

HOURS: 29.5 Hours Per Week

DUTIES: PROVIDE SUPPORT TO OUR SPECIAL EDUCATION CLASSROOM. 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. IF
PARA-PRO ASSESSMENT HAS NOT BEEN PASSED,
CONSIDERATION WILL BE GIVEN TO QUALIFIED CANDIDATES AND
A DATE SET TO MEET THIS REQUIREMENT. 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 POSITIONS ARE FILLED.
APPLICATIONS/TRANSFER REQUESTS SHOULD BE EMAILED TO:
DR. JOSEPH BROWN, ASSISTANT SUPERINTENDENT.
jobrown@elwood.k12.in.us