

# Hinds Career Center

1105 North 19th Street  
Elwood, IN 46036

www.HindsCareerCenter.org

James A. Pearson, Director  
Phone: (765) 552-9100  
Fax: (765) 552-2100

## **NOTICE OF POSITION VACANCY**

### **Evening and Daytime Adult Basic Education Assistants Madison County classes**

The Adult Basic Education Program of the Elwood Community School Corporation is seeking applications for the position of teaching assistant for evening classes held in the Madison County area. These positions are part time with academic breaks built in.

Teaching Assistant's responsibilities will be:

- grade papers and books and record the results
- keep student records up to date on the Inters state data keeping website
- assist students, ages 16 and up, with basic reading, math, and language skills
- other minor clerical duties as needed
- attend staff meetings at least once per semester, usually at Hinds Career Center
- attend occasional trainings held at the local, regional, and state level.

Applicant must have a High School Diploma or GED/HSE and pass a criminal background check.

Please send resume or application to:

Polly Redmond, ABE Coordinator  
John H. Hinds Career Center  
1105 N. 19<sup>th</sup> Street  
Elwood, IN 46036  
(765) 552-4123, ext. 1523  
E-mail: [predmond@hindsec.k12.in.us](mailto:predmond@hindsec.k12.in.us)

Applications can be acquired at:

Elwood Community Schools Central Office  
1306 N. Anderson Street  
Elwood, IN 46036  
(765) 552-9861

Applications can be completed online at: <http://www.elwood.k12.in.us/employment-information/>