

**HARLAN COUNTY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER**

**V A C A N C Y B U L L E T I N**

**POSITION:** Instructional Assistant

**LOCATION:** James A. Cawood Elementary School

**LENGTH OF EMPLOYMENT:** 2023-2024 School Year

**SALARY RANGE:** 2023-2024 Salary Schedule

**CERTIFICATION/QUALIFICATIONS:** 64 College Hours or Associates Degree,  
Passing score on the Kentucky Para-  
Educators Assessment and High School  
Diploma

**JOB DESCRIPTION:**

(Condensed) Assist in overall classroom procedures as directed by the teacher; provide tutorial assistance for pupils needing reinforcement and reinforcing learning with small groups; assist with documentation of pupil progress and attendance; assist with operating and maintaining audiovisual and physical aide equipment; assist with non-classroom duties, classroom management, classroom housekeeping, and others as listed in the complete job description.

**EFFECTIVE EMPLOYMENT DATE:** 2023-2024 School Year

**APPLICATION DEADLINE:** **September 29, 2023**

**NON-DISCRIMINATION POLICY:** The Harlan County School District practices non-discrimination in employment. Harlan County School District complies with Title IX, Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990. The school district does not discriminate on the basis of race, color, age, national origin, religion, creed or marital status, in the education programs or activities it operates. The Harlan County Public Schools will seek minorities in the areas of under utilization.

**TO APPLY:** SUBMIT A WRITTEN LETTER STATING EXACT POSITION(S) APPLYING ALONG WITH A COMPLETED APPLICATION. APPLICATIONS MUST BE RECEIVED IN THE OFFICE OF THE SUPERINTENDENT NO LATER THAN 3:30 P.M. ON THE DEADLINE DATE. INTERESTED PERSONS MAY VISIT THE PERSONNEL OFFICE OF THE HARLAN COUNTY BOARD OF EDUCATION FOR AN APPLICATION, JOB DESCRIPTION AND NEEDED QUALIFICATIONS.

**SEND TO:** SUPERINTENDENT BRENT ROARK, HARLAN COUNTY SCHOOLS, 251 BALL PARK ROAD, HARLAN, KENTUCKY 40831.