

**HARLAN COUNTY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

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

POSITION: Instructional Assistants - reading program

LOCATION: Cumberland Elementary

LENGTH OF EMPLOYMENT: 2011-2012 School Year

SALARY RANGE: 2011-2012 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)

Assists the teacher in planning curricular content; actively works 1-on-1 with disabled children in the classroom setting; including toileting needs and personal hygiene, assumes co-responsibility, along with the special education teacher, for instructional program offered via community based training; performs clerical duties relating to data collection and progress reports; provides physical assistance to disabled children as needed; assists the special education teacher in implementing the adaptive behavior curriculum (self-help, socialization); participates in SBARC's; participates in workshops and professional development activities for teacher's aides.

EFFECTIVE EMPLOYMENT DATE: After posting deadline

APPLICATION DEADLINE: September 8, 2011

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 ASSISTANT SUPERINTENDENT IN CHARGE OF PERSONNEL 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: ASSISTANT SUPERINTENDENT FOR PERSONNEL, HARLAN COUNTY SCHOOLS, 251 BALL PARK ROAD, HARLAN, KENTUCKY 40831.