

**HARLAN COUNTY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

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

POSITION: Instructional Aide

LOCATION: Cawood Elementary

LENGTH OF EMPLOYMENT: Remainder of 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) 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: After posting deadline

APPLICATION DEADLINE: October 23, 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.