

**Clarendon CISD**  
**VACANCY ANNOUNCEMENT – 4-18-18**

**Position Title: Special Education Instructional Aide**

**Position Summary:**

- Assist teachers in preparation and management of classroom activities and administrative requirements, especially in a Special Education setting. Work under supervision of certified teacher.

**Qualifications:**

**Education/Certification**

- High School diploma or GED a must – Associates Degree Preferred
- Must successfully pass Accuplacer/TSI proficiency exams (before employment) in Reading, Writing & Math. (Discuss with Campus Principal or Superintendent.) \* This is a Title 1 Highly Qualified Requirement.

**Experience**

**Special Knowledge/Skills**

- Ability to work well and patiently with children
- Ability to communicate effectively

**Duties and Responsibilities (examples):**

- Assist teacher(s) in preparing instructional materials and classroom displays
- Conduct instructional exercises assigned by the teacher; work with individual students or small groups
- Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.

**Salary:**

- As per local salary schedule

**Length of Work Year:**

- 10 month

**Application Procedures:**

- **Complete and submit application**  
Application available on District Web Site under:  
“Employment Opportunities”. The following is a link to the  
paraprofessional application:  
<http://www.clarendonisd.net/vimages/shared/vnews/stories/4d933b7542bf1/ParaprofApp-Fillable.pdf>
- **District Contact: Mr. John Taylor, Principal – (806) 874-3232**

**Application Deadline:**

- **Until Filled**

Clarendon CISD is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, or national origin.  
(Title IX Coordinator: Leslie Norrell, 822 W. 5<sup>th</sup> Street, Clarendon, Texas 79226, 806-874-4304)