

Clarendon CISD
VACANCY ANNOUNCEMENT – 2-20-19

Position Title: Jr. High Instructional Aide

Position Summary:

- Assist teachers in preparation and management of classroom activities and administrative requirements, including 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) * 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. Travis Victory, 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: Jenae Ashbrook, 420 S. Allen, Clarendon, Texas 79226, 806-874-3241)