

**Clarendon CISD**  
**VACANCY ANNOUNCEMENT – 6-13-19**

**Position Title: High School 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 or Bachelor's 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:

HYPERLINK "<http://www.clarendonisd.net/vimages/shared/vnews/stories/4d933b7542bf1/ParaprofApp-Fillable.pdf>" <http://www.clarendonisd.net/vimages/shared/vnews/stories/4d933b7542bf1/ParaprofApp-Fillable.pdf>

**District Contact: Mr. Larry Jeffers, Principal – (806) 874-2181**

**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)