

# **Clarendon CISD**

## **VACANCY ANNOUNCEMENT**

### **Position Title: Teacher's 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.

##### **Special Knowledge/Skills**

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

##### **Experience:**

- Some experience working with children.

#### **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>

#### **Application Deadline:**

- Until Filled

**\*This position will require fingerprinting and the clearance of a nationwide criminal history check.**

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)