

**HARLAN COUNTY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER****V A C A N C Y B U L L E T I N**

POSITION: Instructional Assistant

LOCATION: Districtwide

LENGTH OF EMPLOYMENT: 2016-2017 School Year

SALARY RANGE: 2016-2017 Salary Schedule

CERTIFICATION/QUALIFICATIONS: 64 College Hours or Associates Degree, Passing score on the Kentucky Para-Educators Assessment and High School Diploma. **SUCCESSFUL APPLICANT MUST BE FLUENT IN SPANISH**

JOB DESCRIPTION:

(Condensed)

Participate as an integral number of an instructional unit under the direction of a supervising teacher, including tutoring students, assisting in the documentation of pupil progress, attendance, attendance and preparing and organizing materials and equipment. The successful applicant will be working with non-English speaking students.

EFFECTIVE EMPLOYMENT DATE: After posting deadline

APPLICATION DEADLINE: October 31, 2016

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 SUPERINTENDENT 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: MR. MIKE HOWARD, SUPERINTENDENT, HARLAN COUNTY SCHOOLS, 251 BALL PARK ROAD, HARLAN, KENTUCKY 40831.