



Dr. David Clendening  
Superintendent

Dr. Brooke Worland  
Assistant Superintendent

Ms. Tina Jobe-Gross  
Chief Financial Officer

Mr. Matt Sprout  
Director of Technology

Mr. Jeff Sewell  
Director of Operations

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## Vacancy Notice

Applicants must apply online at [www.franklinschools.org](http://www.franklinschools.org)

**DATE:** October 28, 2022

**POSITION:** Special Education Classroom Assistant

**LOCATION:** Webb Elementary

**NUMBER OF DAYS PER YEAR:** 180 days per year

**NUMBER OF HOURS PER DAY:** 5.5 hours per day

**DUTIES:** See attached

**REQUIREMENTS:** See attached

**SALARY:** Based on experience – starting at \$12.75 per hour

**POSITION BEGINS:** Immediately

**APPLICATION DEADLINE:** Open until filled

**CONTACT:** Mr. Cole Zook, Principal – [zookr@franklinschools.org](mailto:zookr@franklinschools.org)

Dr. David Clendening  
SUPERINTENDENT

'All applicants considered for hire after July 1, 2009 must obtain a criminal history background check subject to I.C. 20-26-5-10. This background check must be completed through the Indiana State Police prior to receiving an offer of employment with the cost being borne by the applicant. If selected for an interview, additional information will be provided at the time of interview.'

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment.

**FRANKLIN COMMUNITY SCHOOL CORPORATION**  
**Special Education Classroom Assistant**  
**Job Description**

Job Title: Special Education Classroom Assistant  
Supervised by: Building principal and assigned classroom teacher  
Purpose: Assist students and teachers with day-to-day school operations.

**DUTIES AND RESPONSIBILITIES:**

- Provide accommodations and support to students as outlined in their Individualized Education Programs.
- Provide 1:1 or small group tutoring/interventions.
- Support students in the general education or special education settings.
- Implement Behavior Intervention Plans.
- Collaborate and communicate with the special education and general education teachers.
- Follow students' visual schedules.
- Become certified in Crisis Prevention Institute: Nonviolent Crisis Intervention (provided by Earlywood at no cost to the employee) if needed.
- Other duties as assigned.

Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**MINIMUM JOB REQUIREMENTS:**

- High School Diploma or GED Equivalent
- Completed (2) years of study at an institution of higher education **or** have successfully completed the ParaPro assessment

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Prior experience in a classroom setting preferred
- Willingness to be a team player
- Strong verbal and written communication skills
- Strong organizational skills
- Must be respectful and adhere to strict confidentiality policies
- Maintain professionalism and a positive work ethic
- Ability to work with a diverse group of students and staff